TABLE OF CONTENTS

CURRICULA 2
SCHOOL OF INFORMATION TECHNOLOGY 2
INFORMATION SYSTEMS AND CYBERSECURITY 2
INFORMATION SYSTEMS SECURITY 3
PROJECT MANAGEMENT 4
SOFTWARE APPLICATIONS DEVELOPMENT 5
NETWORK SYSTEMS ADMINISTRATION 6
MOBILE COMMUNICATIONS TECHNOLOGY 7
INFORMATION TECHNOLOGY - COMPUTER NETWORK SYSTEMS 8
SOFTWARE DEVELOPMENT TECHNOLOGY 9
SCHOOL OF ELECTRONICS TECHNOLOGY 10
ELECTRICAL ENGINEERING AND COMMUNICATIONS TECHNOLOGY 10
ELECTRONICS AND COMMUNICATIONS ENGINEERING TECHNOLOGY 11
ELECTRICAL ENGINEERING TECHNOLOGY 12
COMPUTER AND ELECTRONICS ENGINEERING TECHNOLOGY 13
SCHOOL OF DRAFTING AND DESIGN 14
CONSTRUCTION MANAGEMENT 14
DRAFTING AND DESIGN TECHNOLOGY 15
GRAPHIC COMMUNICATIONS AND DESIGN 16
COMPUTER DRAFTING AND DESIGN 17
SCHOOL OF BUSINESS 18
BUSINESS MANAGEMENT (Bachelor's Degree) 18
PROJECT MANAGEMENT AND ADMINISTRATION - PROJECT MANAGEMENT AND ADMINISTRATION OPTION, CONSTRUCTION OPTION, AND INFORMATION TECHNOLOGY OPTION 19
BUSINESS MANAGEMENT (Associate's Degree) 21
SCHOOL OF CRIMINAL JUSTICE 22
CRIMINAL JUSTICE (Bachelor's Degree) 22
CRIMINOLOGY AND FORENSIC TECHNOLOGY 23
CRIMINAL JUSTICE (Associate's Degree) 24
PARALEGAL 25
PARALEGAL STUDIES 26
COURSE DESCRIPTIONS 27
ONLINE COURSE INFORMATION 60
COURSE NUMBERING SYSTEM 61
CREDIT HOUR 61
CURRICULUM 61
PROGRAMS AND COURSES OFFERED 61
HOMEWORK 62
DIRECTED INDEPENDENT STUDY 62
MAXIMUM COURSE LOAD 62
PRACTICUM OR CLINICAL COMPONENT 62
EXTERNSHIP 62
ADMINISTRATIVE INFORMATION 63
ADMISSION 63
Admission Requirements and Procedures 63
Late Admission 63
Credit for Previous Education or Experience 63
CLASS SCHEDULE 64
STUDENT CALENDAR 67
ADMINISTRATION POLICIES 68
Non-Discrimination and Diversity 68
Academic Achievement 68
Grading 68
Graduation Requirements 68
Credential 68
Honors 69
Academic Transcript 69
Satisfactory Academic Progress 69
Evaluation Points 69
Maximum Time Frame for Completion 70
Academic Year 70
Credit Completion Percentage 70
Student Status 70
Financial Aid Probation 71
Incompletes and Repeats 71
Readmission 71
Prior Attendance at a Different ITT Technical Institute 72
Reestablishing Financial Aid 72
Non-Credit Courses 72
Appeal 72
Attendance Requirements 73
Make-Up Work 73
Leave of Absence 73
Program Changes 73
Withdrawals 73
Advising 73
Transfer of Credit 73
Conduct 74
Anti-Harassment 75
Disabled Applicants and Students 75
Health, Security and Safety 75
Disclaimer of Warranties 75
Limitation of Liability 76
Student Complaint/Grievance Procedure 76
Resolution of Disputes 76
Family Educational Rights and Privacy Act of 1974, as Amended 77
Foreign Student Information 79
Student Handbook 79
Revisions to Policies and Procedures 79
TUITION, FEES AND TOOLS 80
Tuition 80
Fees 81
Tools 81
Alternative Payment Arrangement 82
Delinquent Payment 82
Methods Used to Collect Delinquent Payments 82
Repeat 82
FINANCIAL INFORMATION 82
Cancellation 82
Refund 82
Return of Federal Financial Aid 84
Cancellation and Refund Requests 85
FINANCIAL ASSISTANCE 85
Federal Financial Aid Administered by the U.S. Department of Education 85
Federal Pell Grant Program 85
Iraq and Afghanistan Service Grant Program 85
Federal Academic Competitiveness Grant Program 85
Federal National Science and Mathematics Access to Retain Talent ("SMART") Grant Program 86
Federal Work Study Program 86
Direct Subsidized Federal Stafford Loan Program 86
Direct Unsubsidized Federal Stafford Loan Program 86
Direct Federal PLUS Loan Program 86
GI Bill Education Benefits 87
Private Loan Programs 87
PEAKS Private Student Loan Program 87
Student CU Connect Private Student Loan Program 91
Institutional Scholarships 94
President's Scholarship 94
FIRST/ITT Technical Institute Scholarship 94
Non-Institutional Scholarships 95
Champagne Scholarship 95
FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT AND DISCLOSURES 95
Code of Conduct 96
Disclosures 97
STUDENT SERVICES 99
Career Services 99
Preparatory Offering 99
Housing Assistance 100
Student Activities 100
CAMPUS INFORMATION 100
History of Main Campus - ITT Technical Institute, Indianapolis, Indiana 100
History of Branch - ITT Technical Institute, Clive, Iowa 100
Accreditation 101
Memberships 101
Faculty 102
Administration 104
Advisory Committees 104
Physical Facility Description 104
Statement of Ownership 104
ITT Educational Services, Inc. Corporate Officers and Directors 105
APPENDIX – STUDENT HANDBOOK 107

Published June 30, 2011

The information contained in this catalog was accurate at the time of publication. The information contained in this catalog is being provided in compliance with Iowa Code 261B.9. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.

CURRICULA

SCHOOL OF INFORMATION TECHNOLOGY

INFORMATION SYSTEMS AND CYBERSECURITY
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level information systems and cybersecurity. This program introduces students to a variety of topics, such as assessing the security needs of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help tem pursue careers in a variety of entry-level positions involving information security. The positions may involve the design, configuration, installation and/or maintenance of information technology security systems.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving information systems and cybersecurity.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses*		
----------		Unspecified General Education courses+		27.0
MA3110	✪	Statistics+		4.5
SS3150	✪	Research Methods+		4.5
EN3220	✪	Written Analysis+		4.5
SP3450	✪	Social Psychology+		4.5
HU4640	✪	Ethics+		4.5
SC4730	✪	Environmental Science+		4.5
		Subtotal	**54.0**	
		Core Courses		
---------		Unspecified Core courses**		45.0
IS3110	✪	Risk Management in Information Technology Security+		4.5
PM3110	✪	Introduction to Project Management+		4.5
IS3120	✪	Network Communications Infrastructure+		4.5
IS3220	✪	Information Technology Infrastructure Security+		4.5
IS3230	✪	Access Security+		4.5
IS3340	✪	Windows Security+		4.5
IS3350	✪	Security Issues in Legal Context+		4.5
IS3440	✪	Linux Security+		4.5
IS3445	✪	Security for Web Applications and Social Networking+		4.5
IS4550	✪	Security Policies and Implementation+		4.5
IS4560	✪	Hacking and Countermeasures+		4.5
IS4670	✪	Cybercrime Forensics+		4.5
IS4680	✪	Security Auditing for Compliance+		4.5
IS4799	✪	Information Systems and Cybersecurity Capstone Project+		4.5
		Subtotal	**108.0**	
		Elective Courses		
----------		Unspecified Elective courses+		18.0
		Minimum required credit hours for the Baccalaureate Degree (Grand total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: operating systems; PC technology; network technology; database applications; communications systems; needs assessment; word processing; project administration; project planning; web technology; web programming; information/communication systems; programming languages and software engineering. Courses offered at this school that may satisfy the Unspecified Core course requirement are NT1110, NT1210, NT1230, NT1310, NT1330, NT1430, NT2580, NT2640, NT2670 and PT1420.The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

INFORMATION SYSTEMS SECURITY

BACHELOR OF SCIENCE DEGREE

Objectives - Individuals with knowledge of information systems security are now considered to be an important part of most IT infrastructure teams. Roles cover a range of activities spanning from analysis, to design and implementation of security systems, to security monitoring and countermeasures and ongoing administration. Students will study the essentials of information security and the security aspects of common information technology platforms. Students will be exposed to techniques used to deploy and manage security systems and configure security solutions.

Career Opportunities - Graduates of this program may begin their careers in a variety of entry-level positions involving information systems security, such as network/security administrators or security systems technologists. These positions are typically part of a team working on projects that require designing, configuring, implementing and maintaining security solutions as part of IT infrastructure projects. In other roles, graduates may be part of teams involved in auditing and verifying existing security systems and suggesting ways to improve the same.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving information systems security.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course	Credit Hours
		General Education Courses*	
----------		Unspecified General Education courses+	28
EG351	✪	Social Psychology+	4
EG371	✪	Research Methods+	4
EG372	✪	Written Analysis+	4
EG381	✪	Statistics+	4
EG452	✪	Economics and Change+	4
EG462	✪	Contemporary World Culture+	4
EG468	✪	Ethics+	4
EG481	✪	Environmental Issues+	4
		Subtotal	**60**
		Core Courses	
---------		Unspecified Core courses**	32
IS305	✪	Managing Risk in Information Systems+	4
IS308	✪	Security Strategies for Web Applications and Social Networking+	4
EC311	✪	Introduction to Project Management+	4
IS316	✪	Fundamentals of Network Security, Firewalls and VPNs+	4
IS317	✪	Hacker Techniques, Tools and Incident Handling+	4
IS404	✪	Access Control, Authentication and Public Key Infrastructure (PKI)+	4
IS411	✪	Security Policies and Implementation Issues+	4
IS415	✪	System Forensics Investigation and Response+	4
IS416	✪	Securing Windows Platforms and Applications+	4
IS418	✪	Securing Linux Platforms and Applications+	4
IS421	✪	Legal and Security Issues+	4
IS423	✪	Auditing IT Infrastructures for Compliance+	4
IS427	✪	Information Systems Security Capstone Project+	4
		Subtotal	**84**
		Elective Courses	
----------		Unspecified Elective courses+ (must include either TB143 or TB145)	36
		Minimum required credit hours for the Baccalaureate Degree (Grand total)	**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: operating systems; PC technology; network technology; database applications; communications systems; needs assessment; word processing; project administration; project planning; web technology; web programming; information/communication systems; programming languages and software engineering. Courses offered at this school that satisfy the Unspecified Core course requirement must include IT260, IT302 and IT320 – other offered courses are IT104, IT109, IT113, IT203, IT220, IT221, IT222, IT250, IT255 and IT321. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

PROJECT MANAGEMENT

BACHELOR OF SCIENCE DEGREE

Objectives - This program combines theory and techniques required of a professional project manager practitioner in a digital global environment. The program offers the project management knowledge areas and processes as designated by the Project Management Institute (PMI). Courses provide the knowledge and skills required to serve and lead project teams in a variety of settings. The program offers students the opportunity to learn and practice the techniques of initiating, planning, organizing, staffing, guiding, monitoring and controlling a project through the integrated process to meet the identified requirements on-time and on-budget. The program is also designed to foster critical thinking, analysis and communication skills.

Career Opportunities - A variety of types and sizes of businesses, government agencies and other organizations use project teams to help accomplish their goals in a fast-paced dynamic environment. Graduates may begin their careers in entry-level positions as a project team member, project coordinator, project scheduler, project resource coordinator or project manager.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, project scheduling and construction estimating software, computer graphics software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses*		
--------		Unspecified General Education courses+		24
EG351	✪	Social Psychology+		4
EG371	✪	Research Methods+		4
EG372	✪	Written Analysis+		4
EG381	✪	Statistics+		4
EG452	✪	Economics and Change+		4
EG462	✪	Contemporary World Culture+		4
EG468	✪	Ethics+		4
EG481	✪	Environmental Issues+		4
			Subtotal	**56**
		Core Courses		
--------		Unspecified Core courses**		40
EC311	✪	Introduction to Project Management+		4
PM331	✪	Overview of Digital Technology+		4
PM332	✪	Project Management Techniques+		4
PM333	✪	Project Communication and Documentation+		4
PM341	✪	Project Cost and Budget Management+		4
PM342	✪	Project Procurement and Contract Management+		4
PM351	✪	Project Human Resource Management+		4
PM352	✪	Project Quality Management+		4
PM453	✪	Project Risk Management+		4
PM454	✪	Leadership and Project Team Management+		4
PM462	✪	Managing Project Virtual Teams+		4
PM468	✪	Project Management Integration I (Capstone Project)+		4
PM469	✪	Project Management Integration II (Capstone Project)+		4
			Subtotal	**92**
		Elective Courses		
--------		Unspecified Elective courses+		32
		Minimum required credit hours for the Baccalaureate degree (Grand Total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Unspecified Core courses may be accumulated from one selected discipline of study relating to the student's career path.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SOFTWARE APPLICATIONS DEVELOPMENT

BACHELOR OF SCIENCE DEGREE

Objectives - The purpose of the Software Applications Development program is to help graduates develop knowledge and skills to pursue career opportunities in areas involving software design and development, systems analysis, programming, process design and management, and other areas related to computer software production and deployment. The coursework offers a foundation in programming skills using a number of languages and platforms while systematically addressing theories and methods of software engineering processes and models governed by industry standards.

Career Opportunities - Graduates of this program may pursue career opportunities involving the design, development and implementation of software-based solutions and products for business and consumer markets. Entry-level positions may include software developer, software programmer, application developer, Web application developer, software engineer, software applications analyst, Web applications analyst, Web applications specialist and software applications specialist.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to perform activities in different software development environments with typical platforms that support specific technologies and standards. These platforms are typically comprised of networked computers installed with software development tools. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course			Credit Hours
		General Education Courses*			
----------		Unspecified General Education courses+			24
EG371	✪	Research Methods+			4
EG372	✪	Written Analysis+			4
EG381	✪	Statistics+			4
EG421	✪	Numerical Methods+			4
EG452	✪	Economics and Change+			4
EG462	✪	Contemporary World Culture+			4
EG468	✪	Ethics+			4
EG481	✪	Environmental Issues+			4
			Subtotal	**56**	
		Core Courses			
---------		Unspecified Core courses**			40
CS300	✪	Application Design+			4
CS302	✪	Data Structures with Java+			4
CS310	✪	Programming in C++ +			4
CS320	✪	Programming in C#+			4
CS330	✪	Database Design and Implementation+			4
CS331	✪	.NET Framework Programming+			4
CS333	✪	Enterprise Applications with Java+			4
CS340	✪	Software Engineering+			4
CS400	✪	Web Services and Applications+			4
CS410	✪	Enterprise Applications with .NET+			4
CS420	✪	Application Security+			4
CS430	✪	Database Administration and Optimization+			4
CS490	✪	Software Development Senior Project+			4
			Subtotal	**92**	
		Elective Courses			
----------		Unspecified Elective courses+			32
		Minimum required credit hours for the Baccalaureate degree (Grand total)			**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: computer operating systems, computer programming logic and algorithms, HTML and programming using Visual Basic, C++ and JAVA. Courses offered at this school that satisfy the Unspecified Core course requirement are CS110, CS111, CS120, CS140, CS240, CS250, IT104, IT203, IT218 and IT219. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

NETWORK SYSTEMS ADMINISTRATION
ASSOCIATE OF SCIENCE DEGREE PROGRAM

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level computer network systems administration positions. Students will be exposed to various aspects of network hardware and software maintenance and monitoring, configuring and supporting a local area network (LAN) and a wide area network (WAN), Internet systems and segments of network systems.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level network systems administration and support positions, such as network administrator, network technician, network specialist, information technology specialist, local area network (LAN) or wide area network (WAN) administrator.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving network systems administration.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
SP2750	Group Theory+		4.5
		Subtotal	**27.0**
	Core Courses		
NT1110	Computer Structure and Logic+		4.5
NT1210	Introduction to Networking+		4.5
NT1230	Client-Server Networking I+		4.5
NT1310	Physical Networking+		4.5
NT1330	Client-Server Networking II+		4.5
PT1420	Introduction to Programming+		4.5
NT1430	Linux Networking+		4.5
PT2520	Database Concepts+		4.5
NT2580	Introduction to Information Security+		4.5
NT2640	IP Networking+		4.5
NT2670	Email and Web Services+		4.5
NT2799	Network Systems Administration Capstone Project+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

MOBILE COMMUNICATIONS TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

Objectives - The purpose of this program is to help graduates prepare for career opportunities in a variety of entry-level positions in the field of mobile communications technology. The program acquaints students with analog and digital electronics, computers and networking, electronic and digital communications systems, and mobile wireless communications systems and devices. The program also exposes students to a combination of classroom theory and practical application in a laboratory environment.

Career Opportunities - Graduates of this program may pursue careers in a variety of entry-level positions in various fields involving mobile communications technology, such as a field technician/field service specialist, mobile devices support consultant, applications development technician and wireless technician.

Individuals who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving mobile communications technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: standard electronics test equipment, such as multimeters, oscilloscopes, power supplies, function generators and spectrum analyzers, circuit and system simulation software, computer systems, networking equipment such as switches and routers, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
ES2555	Survey of Economics+		4.5
		Subtotal	**27.0**
	Core Courses		
NT1110	Computer Structure and Logic+		4.5
NT1210	Introduction to Networking+		4.5
ET1215	Basic Electronics+		4.5
MC1260	Introduction to Mobile Communications Technology+		4.5
ET1335	Introduction to Electronic Communications Systems+		4.5
PT1420	Introduction to Programming+		4.5
NT1430	Linux Networking+		4.5
MC2560	Mobile Wireless Communications I+		4.5
NT2640	IP Networking+		4.5
MC2660	Mobile Wireless Communications II+		4.5
MC2665	Mobile Communication Devices+		4.5
MC2799	Mobile Communications Technology Capstone+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

INFORMATION TECHNOLOGY - COMPUTER NETWORK SYSTEMS

ASSOCIATE OF SCIENCE DEGREE

Objectives - Information technology (IT) is a diverse area of study encompassing several computer-based system and application areas. The advancement of computers and communication technology continues to have profound impact on our lives. A need exists for technically competent individuals to provide appropriate computing solutions for users. The objective of the IT program is to provide a broad-based foundation in the area of IT and a concentration in computer network systems.

In addition to technical knowledge, it is important for IT workers to be able to communicate, handle multi-tasking situations and to assess user needs when developing computer-based solutions.

The Information Technology - Computer Network Systems program can help graduates prepare to perform tasks associated with installing, upgrading and maintaining computer network systems in typical LAN/WAN environments. This option explores a number of networking and internetworking technologies. Additional curriculum topics, investigated through classroom and laboratory experiences, include introductory computer programming, survey of operating systems, network design and implementation, network systems management and other related technical subjects. Information Technology - Computer Network Systems consists of a foundation core of computing and general education courses, followed by studies in computer network systems applications.

Career Opportunities - Graduates of this program may begin their careers in Information Technology - Computer Network Systems in a variety of entry-level positions in various fields involving information technology - computer network systems, such as computer network analyst, computer network technician, help desk analyst and WAN/LAN technician.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving information technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE184	Problem Solving+		4
GE192	College Mathematics II+		4
GE217	Composition II+		4
GE273	Microeconomics+		4
GE347	Group Dynamics+		4
		Subtotal	**28**
	Core Courses		
IT104	Introduction to Computer Programming+		4
IT109	Microsoft Desktop Operating System+		4
IT113	Structured Cabling+		4
IT203	Database Development+		4
IT220	Network Standards and Protocols+		4
IT221	Microsoft Network Operating System I+		4
IT222	Microsoft Network Operating System II+		4
IT250	Linux Operating System+		4
IT255	Introduction to Information Systems Security+		4
IT260	Networking Application Services and Security+		4
IT302	Linux System Administration+		4
IT320	WAN Technology and Application+		4
IT321	Network Technology and Service Integration+		4
IT331	Network Development Capstone Project+		4
		Subtotal	**56**
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB143	Introduction to Personal Computers+		4
TB332	Professional Procedures and Portfolio Development+		4
		Subtotal	**12**
		Program Total	**96**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SOFTWARE DEVELOPMENT TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

Objectives - The purpose of this program is to help students develop knowledge and skills to pursue entry-level positions involving computer software development. Areas of study include logical and algorithmic analysis and design, object-oriented programming and relational databases, programming languages and development tools, Web scripting and programming, Web services and applications, software development lifecycles, and business and ethical impacts on software development practices. The goal of the program is to help the student learn a balanced combination of practical programming techniques and problem-solving skills.

Career Opportunities- Graduates of this program may begin their careers in a variety of entry-level positions involving software development skills, such as application developer, junior programmer, Web applications developer, database developer, software support technician and software tester.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving software development technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to perform activities in different software development environments with typical platforms that support specific technologies and standards. These platforms are typically comprised of networked computers installed with software development tools. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE184	Problem Solving+		4
GE192	College Mathematics II+		4
GE217	Composition II+		4
GE347	Group Dynamics+		4
EG360	Introductory Calculus+		4
		Subtotal	**28**
	Core Courses		
IT104	Introduction to Computer Programming+		4
CS110	Introduction to Web Applications+		4
CS111	Client-Side Web Scripting+		4
CS120	Programming in Visual Basic+		4
CS140	Business Concepts for Application Developers+		4
IT203	Database Development+		4
CS210	Web Authoring and Design+		4
IT218	Programming in JAVA I+		4
IT219	Programming in JAVA II+		4
CS220	Server-Side Web Programming+		4
CS240	Software Development Lifecycles+		4
CS250	Open Source Application Programming+		4
CS280	Web Security and Ethics+		4
CS290	Software Development Capstone Project+		4
		Subtotal	**56**
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB143	Introduction to Personal Computers+		4
TB332	Professional Procedures and Portfolio Development+		4
		Subtotal	**12**
		Program Total	**96**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SCHOOL OF ELECTRONICS TECHNOLOGY

ELECTRICAL ENGINEERING AND COMMUNICATIONS TECHNOLOGY
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level positions in electrical engineering and communications technology. Students will be exposed to a variety of basic electronics and computer principles and technical skills in both theory and practical application in a laboratory environment. Students explore various topics in electrical circuitry, testing, systems analysis and testing, systems maintenance and report preparation.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level electronics and computer technology fields.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving electrical engineering and communications technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: standard electronics test equipment such as multimeters, oscilloscopes, power supplies, signal generators and spectrum analyzers, cabling tools and test instruments and circuit and system simulation software. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses*		
----------		Unspecified General Education courses+		27.0
SS3150	✪	Research Methods+		4.5
EN3220	✪	Written Analysis+		4.5
MA3310	✪	Calculus I+		4.5
MA3410	✪	Calculus II+		4.5
HU4640	✪	Ethics+		4.5
SC4730	✪	Environmental Science+		4.5
		Subtotal	**54.0**	
		Core Courses		
----------		Unspecified Core courses**		45.0
ET3110	✪	Networking and Communications+		4.5
ET3150	✪	Automatic Industrial Control+		4.5
ET3220	✪	Mobile Wireless Technology+		4.5
ET3280	✪	Electrical Machines and Energy Conversion+		4.5
ET3330	✪	Telecommunications Systems and Technology+		4.5
ET3380	✪	Power Electronics+		4.5
ET3430	✪	Fiber Optic Communications+		4.5
ET3480	✪	Power Systems+		4.5
ET4560	✪	C++ Programming+		4.5
ET4580	✪	Green Energy Technology+		4.5
ET4640	✪	Embedded Systems+		4.5
ET4670	✪	Electronic Circuit Analysis and Design I+		4.5
ET4770	✪	Electronic Circuit Analysis and Design II+		4.5
ET4799	✪	Electrical Engineering and Communications Technology Capstone Project+		4.5
		Subtotal	**108.0**	
		Elective Courses		
----------		Unspecified Elective courses+		18.0
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: basic electronics and devices; digital electronics, computer technology; and electronic systems. Courses offered at this school that may satisfy the Unspecified Core course requirement are ET1210, ET1220, ET1310, ET1410, ET2530, ET2560, ET2640, ET2750, NT1110 and NT1210. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

ELECTRONICS AND COMMUNICATIONS ENGINEERING TECHNOLOGY

BACHELOR OF SCIENCE DEGREE

Objectives - The purpose of this program is to help graduates prepare for career opportunities in a variety of entry-level positions in various fields involving electronics engineering technology, including communication systems. Courses in this program offer an expansive foundation in electronic circuitry and communications engineering technology through the study of subjects such as circuit analysis, circuit design, data and network communications, digital communications in the presence of noise, calculus and additional general education coursework.

Career Opportunities - Graduates of this program may begin to pursue career opportunities in a variety of entry-level positions, such as electronics engineering technologist, electronics engineering assistant, engineering sales/service representative, computer systems technologist, industrial systems technologist, technical consultant, telecommunications technician, communication systems installer, field service representative, engineering technician or research technician. Among the types of work environments that may use the services of graduates with the skills addressed in this program are: data and telecommunications service providers, TV and satellite services organizations, computer network sales and service organizations, entertainment industries, transportation companies, communications R&D facilities, product development departments, research and development groups, quality engineering departments, field service offices and maintenance departments.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving electronics and communications engineering technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: standard electronics test equipment such as multimeters, oscilloscopes, power supplies, signal generators and spectrum analyzers, cabling tools and test instruments and circuit and system simulation software. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course			Credit Hours
		General Education Courses*			
----------		Unspecified General Education courses+			26
EG360	✪	Introductory Calculus+			4
EG371	✪	Research Methods+			4
EG372	✪	Written Analysis+			4
EG452	✪	Economics and Change+			4
EG462	✪	Contemporary World Culture+			4
EG468	✪	Ethics+			4
EG481	✪	Environmental Issues+			4
			Subtotal	**54**	
		Core Courses			
----------		Unspecified Core courses**			36
ET376	✪	C/C++ Programming			4
TM380	✪	Advanced Topics in Technical Mathematics			4
ET385	✪	Data and Network Communications			4
ET390	✪	Embedded Systems			4
ET395	✪	Modern Wireless Communications			4
ET415	✪	Process Control			4
TM420	✪	Technical Calculus			4
ET445	✪	Advanced Circuit Analysis I			4
ET446	✪	Advanced Circuit Analysis II			4
ET455	✪	Digital Communication Systems I			4
ET456	✪	Digital Communication Systems II			4
ET475	✪	Electronic Circuit Design I			4
ET476	✪	Electronic Circuit Design II			4
ET485	✪	Capstone Project			4
			Subtotal	**92**	
		Elective Courses			
----------		Unspecified Elective courses+			34
		Minimum required credit hours for the Baccalaureate degree (Grand total)			**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: basic electronics and devices; digital electronics, computer technology; and electronic systems. Courses offered at this school that satisfy the Unspecified Core course requirement are ET115, ET145, ET156, ET215, ET245, ET255, ET275, ET285 and ET315. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

ELECTRICAL ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level electrical and electronics technician positions. Students are exposed to the theory of various electronics and electrical circuitry in a classroom environment and to various techniques and applications in a laboratory environment.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level electrical and electronics engineering technology positions, such as electronics technician, service technician, telecommunications technician and engineering technician.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving electrical engineering technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - In laboratory, students typically work in teams. Students will have the opportunity to use the following school equipment as required throughout the program: computers, applications programs relevant to the field, standard hand tools and various pieces of test equipment which include the multimeter, power supply, oscilloscope and signal generator. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
PH2530	Physics+		4.5
SP2750	Group Theory+		4.5
		Subtotal	**31.5**
	Core Courses		
NT1110	Computer Structure and Logic+		4.5
ET1210	DC-AC Electronics+		4.5
NT1210	Introduction to Networking+		4.5
ET1220	Digital Fundamentals+		4.5
ET1310	Solid State Devices+		4.5
ET1410	Integrated Circuits+		4.5
ET2530	Electronic Communications+		4.5
ET2560	Introduction to C Programming+		4.5
ET2640	Microprocessors and Microcontrollers+		4.5
ET2750	Programmable Logic Controllers+		4.5
ET2799	Electrical Engineering Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

COMPUTER AND ELECTRONICS ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

Objectives - This program helps graduates begin to prepare for careers in a variety of entry-level positions in many fields of electronics and computer technology, such as aviation, communications, computers, consumer products, defense and research and development. The program acquaints students with certain circuits, systems and specialized techniques used in electronics and computer technology career fields and exposes students to a combination of classroom theory and practical application in a laboratory environment.

Career Opportunities - Graduates of this program may begin their careers in a variety of entry-level positions in various fields involving electronics engineering technology and computer engineering technology such as technician, electronics technician, field service representative, salesperson and computer technician.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving computer and electronics engineering technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - In laboratory, students typically work in teams. Students will have the opportunity to use the following school equipment as required throughout the program: computers, applications programs relevant to the field, standard hand tools and various pieces of test equipment which include the multimeter, power supply, oscilloscope and signal generator. Other types of specialized test equipment may be available for student use in various individual applications. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE184	Problem Solving+		4
GE192	College Mathematics II+		4
GE217	Composition II+		4
GE253	Physics+		4
GE273	Microeconomics+		4
GE347	Group Dynamics+		4
	Subtotal	**32**	
	Core Courses		
ET115	DC Electronics		4
ET145	AC Electronics		4
ET156	Introduction to C Programming		4
ET215	Electronic Devices I		4
IT220	Network Standards and Protocols		4
ET245	Electronic Devices II		4
ET255	Digital Electronics I		4
ET275	Electronic Communications Systems I		4
ET285	Digital Electronics II		4
ET315	Electronic Communications Systems II		4
ET345	Control Systems		4
ET355	Microprocessors		4
ET365	Computer and Electronics Capstone Project		4
	Subtotal	**52**	
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB143	Introduction to Personal Computers+		4
TB332	Professional Procedures and Portfolio Development+		4
	Subtotal	**12**	
	Program Total		**96**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SCHOOL OF DRAFTING AND DESIGN

CONSTRUCTION MANAGEMENT

BACHELOR OF SCIENCE DEGREE

Objectives - This program covers the fundamentals and offers a foundation in construction management, construction techniques and legal issues relating to the construction management field. Areas of study include building codes, site construction and measurement, construction documents, construction project management and construction safety management. The goal of the program is to help the student acquire skills that can be used to enter the workplace and be a versatile member of a construction team.

Career Opportunities - Graduates of this program may begin their careers in a variety of entry-level positions involving construction estimating, construction safety, construction project management or building code compliance.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving construction management.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, project scheduling and construction estimating software, computer graphics software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses*		
---------		Unspecified General Education courses+		28
GE364	✪	Art Appreciation+		4
EG371	✪	Research Methods+		4
EG372	✪	Written Analysis+		4
EG381	✪	Statistics+		4
EG452	✪	Economics and Change+		4
EG462	✪	Contemporary World Culture+		4
EG468	✪	Ethics+		4
EG481	✪	Environmental Issues+		4
		Subtotal	**60**	
		Core Courses		
--------		Unspecified Core courses**		56
CM310	✪	Commercial Construction Methods+		4
EC311	✪	Introduction to Project Management+		4
CM320	✪	Principles of Building Construction Management+		4
CM330	✪	Statics and Strength of Materials+		4
CM340	✪	Building Codes+		4
CM350	✪	Site Construction and Measurement+		4
CM420	✪	Construction Documents and Contracts+		4
CM430	✪	Mechanical Systems+		4
CM440	✪	Construction Project Scheduling+		4
CM450	✪	Cost Estimating and Analysis+		4
CM470	✪	Legal Issues in Construction+		4
CM480	✪	Construction Safety Management+		4
CM490	✪	Capstone Project+		4
		Subtotal	**108**	
		Elective Courses		
---------		Unspecified Elective courses+		12
		Minimum required credit hours for the Baccalaureate Degree (Grand total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: 3D modeling, design theory, computer drafting and design, engineering drafting and design, architectural drafting and design, civil drafting and design and visualization skills. Courses offered at this school that satisfy the Unspecified Core course requirement are CD111, CD121, CD130, CD140, CD210, CD220, CD230, CD240, CD245, CD250, CD310, CD320, CD331 and CD340. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

DRAFTING AND DESIGN TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level computer aided-drafting (CAD) and design positions. Students are exposed to CAD technologies and conventional drafting methods to produce various designs, working drawings, charts, forms and records. Students will be exposed to both classroom theory and laboratory projects.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include mechanical drafting and design, Building Information Modeling (BIM), architectural drafting and design, parametric modeling, civil drafting and design and structural detailing.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving drafting and design technology.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Throughout the program students will use drawing tables, light tables, parallel edges and print machines. The CAD laboratory is equipped with micro-CAD terminals, plotters and a draft printer. Students regularly use smaller tools such as portable drafting boards, drafting instruments, scales and calculators. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
PH2530	Physics+		4.5
ES2555	Survey of Economics+		4.5
		Subtotal	**31.5**
	Core Courses		
DT1110	Introduction to Drafting and Design Technology+		4.5
DT1210	Rapid Visualization Techniques+		4.5
DT1230	CAD Methods+		4.5
DT1320	Building Information Modeling (BIM)+		4.5
DT1325	Sustainability in Design+		4.5
DT1410	Materials and Processes in Design+		4.5
DT1430	Parametric Modeling+		4.5
DT2510	Advanced CAD Methods+		4.5
DT2520	3D Civil Drafting+		4.5
DT2630	3D Modeling and Visualization+		4.5
DT2799	Drafting and Design Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

GRAPHIC COMMUNICATIONS AND DESIGN

ASSOCIATE OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental skills utilized in entry-level graphic design, visual communications and related positions. The program can help students explore communicating ideas and concepts through print and interactive multimedia communication. The program emphasizes creativity, visualization and critical thinking to help students generate technologically appropriate, functional and aesthetically pleasing solutions for graphic communications and design projects.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving graphic communications and design which may include the production of interactive multimedia, print media and other communications at a variety of organizations.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving graphic communications and design.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, video cameras, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
AR1440	Art Appreciation+		4.5
CO2520	Communications+		4.5
ES2555	Survey of Economics+		4.5
		Subtotal	**27.0**
	Core Courses		
GC1110	Fundamentals of Design+		4.5
DT1210	Rapid Visualization Techniques+		4.5
GC1220	Fundamentals of Typography+		4.5
GC1320	Advanced Photoshop+		4.5
GC1330	3D Modeling Techniques+		4.5
GC1430	Video Production Techniques+		4.5
GC1435	Interactive Design with Flash+		4.5
GC2520	Sustainable Graphic Design+		4.5
GC2530	Animation+		4.5
GC2620	Digital Prepress and Production Processes+		4.5
GC2630	Graphic Design for the Web+		4.5
GC2799	Graphic Communications and Design Capstone Project+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

COMPUTER DRAFTING AND DESIGN

ASSOCIATE OF SCIENCE DEGREE

Objectives - Drafting is a graphic language used by industry to communicate ideas and plans from the creative-design stage through production. Computer drafting and design is one way to produce drawings in traditional design and drafting fields. This program combines wherever appropriate computer-aided drafting with conventional methods of graphic communication to solve drafting and basic design-related problems. The program will help graduates prepare to work in entry-level positions in many diverse areas of technical drafting and design.

Students will be exposed to both classroom theory and laboratory projects. Students will be required to create a variety of drawings of various sizes on different drawing media, and will use conventional as well as computer-aided drafting equipment.

The goal of the Computer Drafting and Design program is to help the student acquire the skills to enter the workplace as a versatile draftsperson able to make basic design decisions and capable of addressing the challenges of future technological advances in the drafting and design profession.

Career Opportunities - Many industries use drafters who can translate ideas, sketches and specifications of an engineer, architect or designer into complete and accurate working plans needed to make products, engineer projects or create structures. Graduates may begin their careers in a variety of entry-level positions in various fields involving drafting and design, some of which include mechanical drafting, piping drafting, architectural and construction drafting, civil drafting, interior design, illustration and design detailing. The availability of micro-CAD systems has enabled even small drafting firms to utilize computer-aided drafting and design.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving computer drafting and design.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Throughout the program students will use drawing tables, light tables, parallel edges and print machines. The CAD laboratory is equipped with micro-CAD terminals, plotters and a draft printer. Students regularly use smaller tools such as portable drafting boards, drafting instruments, scales and calculators. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE184	Problem Solving+		4
GE192	College Mathematics II+		4
GE217	Composition II+		4
GE253	Physics+		4
GE273	Microeconomics+		4
	Subtotal	**28**	
	Core Courses		
CD111	Introduction to Design and Drafting		4
CD121	Drafting/CAD Methods		4
CD130	Architectural Drafting I		4
CD140	Rapid Visualization		4
CD210	Engineering Graphics I		4
CD220	Materials and Processes		4
CD230	Architectural Drafting II		4
CD240	Descriptive Geometry		4
CD245	Sustainable Design		4
CD250	Engineering Graphics II		4
CD310	Civil Drafting and Introduction to GIS		4
CD320	Basic Design Theory and Methods		4
CD331	Design and Drafting Capstone Project		4
CD340	Physical and Computer-Aided 3D Modeling		4
	Subtotal	**56**	
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB143	Introduction to Personal Computers+		4
TB332	Professional Procedures and Portfolio Development+		4
	Subtotal	**12**	
	Program Total		**96**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SCHOOL OF BUSINESS

BUSINESS MANAGEMENT
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level business positions. Students are exposed to a variety of concepts in marketing, sales, accounting, communications, finance and management. Students are also exposed to teamwork concepts, technology and problem solving.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level business positions.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computers, pertinent software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses*		
----------		Unspecified General Education courses+		22.5
MA3110	✪	Statistics+		4.5
PY3150	✪	Psychology+		4.5
SS3150	✪	Research Methods+		4.5
EN3220	✪	Written Analysis+		4.5
SP3450	✪	Social Psychology+		4.5
HU4640	✪	Ethics+		4.5
SC4730	✪	Environmental Science+		4.5
			Subtotal	**54.0**
		Core Courses		
----------		Unspecified Core courses**		45.0
BU3110	✪	Business Negotiation+		4.5
PM3110	✪	Introduction to Project Management+		4.5
BU3210	✪	Quality Management+		4.5
MG3250	✪	Trends in Leadership+		4.5
BU3310	✪	Operations Management+		4.5
BU3315	✪	Quantitative Analysis+		4.5
FN3440	✪	Corporate Finance+		4.5
HR3460	✪	Management of Human Capital+		4.5
MK4530	✪	Marketing Management+		4.5
MG4550	✪	Management of Business Teams+		4.5
BU4610	✪	Business Forecasting+		4.5
BU4615	✪	Business Policy+		4.5
BU4799	✪	Business Management Capstone Project+		4.5
			Subtotal	**103.5**
		Elective Courses		
----------		Unspecified Elective courses+		22.5
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Examples of the subject matter included in the Unspecified Core courses are as follows: marketing, sales, accounting, communications, finance and management. Courses offered at this school that may satisfy the Unspecified Core course requirement are AC1220, AC1320, AC1420, BU1110, BU1410, BU2620, BU2760, MG1350, MG2650 and MK2530. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

PROJECT MANAGEMENT AND ADMINISTRATION - PROJECT MANAGEMENT AND ADMINISTRATION OPTION, CONSTRUCTION OPTION, AND INFORMATION TECHNOLOGY OPTION
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level project management and administrative positions. Students will be exposed to a variety of skills relating to planning, organizing, implementing, leading and controlling the work of a project to meet the goals and objectives of the organization. The program explores various areas of the Project Management Body of Knowledge (PMBOK®).

The Project Management and Administration option of the Project Management and Administration program helps students understand the project planning process, including the project life cycle, requirements and scope and quality assurance plans. Core competencies include tools and techniques used in project management for planning, scheduling and creating strategies to identify risks and quantify their impact.

The Construction option of the Project Management and Administration program exposes students to a variety of techniques utilized to manage, coordinate and supervise the construction process from concept development through project completion on timely and economic bases.

The Information Technology option of the Project Management and Administration program helps students understand how to apply principles of information technology, computer systems management and business operations to the planning, management and evaluation of information technology in organizations.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level project management and administration positions.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, project scheduling and construction estimating software, computer graphics software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline - This program of study offers three options of coursework for a student to pursue. All of the courses (as such courses may be revised or modified from time to time by the school in its discretion) in one of the following options must be successfully completed.

Project Management and Administration Option

Course Number		Course		Credit Hours
		General Education Courses*		
--------		Unspecified General Education courses+		22.5
MA3110	✪	Statistics+		4.5
PY3150	✪	Psychology+		4.5
SS3150	✪	Research Methods+		4.5
EN3220	✪	Written Analysis+		4.5
SP3450	✪	Social Psychology+		4.5
HU4640	✪	Ethics+		4.5
SC4730	✪	Environmental Science+		4.5
			Subtotal	**54.0**
		Core Courses		
--------		Unspecified Core courses**		45.0
BU3110	✪	Business Negotiation+		4.5
PM3110	✪	Introduction to Project Management+		4.5
FN3140	✪	Accounting and Finance for Business+		4.5
PM3220	✪	Project Communication and Documentation+		4.5
PM3225	✪	Project Management Tools and Techniques+		4.5
BU3315	✪	Quantitative Analysis+		4.5
PM3320	✪	Project Cost and Budget Management+		4.5
PM3325	✪	Project Quality Management+		4.5
PM3420	✪	Procurement and Contract Management+		4.5
PM4530	✪	Management of Global Projects+		4.5
PM4620	✪	Project Risk Management+		4.5
MG4650	✪	Team Leadership+		4.5
PM4799	✪	Project Management and Administration Capstone Project+		4.5
			Subtotal	**103.5**
		Elective Courses		
--------		Unspecified Elective courses+		22.5
		Minimum required credit hours for the Baccalaureate degree (Grand Total)		**180**

Construction Option

Course Number		Course			Credit Hours
		General Education Courses*			
--------		Unspecified General Education courses+			22.5
MA3110	✪	Statistics+			4.5
PY3150	✪	Psychology+			4.5
SS3150	✪	Research Methods+			4.5
EN3220	✪	Written Analysis+			4.5
SP3450	✪	Social Psychology+			4.5
HU4640	✪	Ethics+			4.5
SC4730	✪	Environmental Science+			4.5
			Subtotal	**54.0**	
		Core Courses			
--------		Unspecified Core courses**			45.0
PM3110	✪	Introduction to Project Management+			4.5
PM3150	✪	Construction Techniques+			4.5
PM3220	✪	Project Communication and Documentation+			4.5
PM3225	✪	Project Management Tools and Techniques+			4.5
PM3320	✪	Project Cost and Budget Management+			4.5
PM3325	✪	Project Quality Management+			4.5
PM3420	✪	Procurement and Contract Management+			4.5
PM3450	✪	Building Codes+			4.5
PM4530	✪	Management of Global Projects+			4.5
PM4550	✪	Construction Cost Estimating+			4.5
PM4620	✪	Project Risk Management+			4.5
PM4650	✪	Construction Project Scheduling+			4.5
PM4797		Project Management and Administration–Construction Option Capstone Project+			4.5
			Subtotal	**103.5**	
		Elective Courses			
--------		Unspecified Elective courses+			22.5
		Minimum required credit hours for the Baccalaureate degree (Grand Total)			**180**

Information Technology Option

Course Number		Course			Credit Hours
		General Education Courses*			
--------		Unspecified General Education courses+			22.5
MA3110	✪	Statistics+			4.5
PY3150	✪	Psychology+			4.5
SS3150	✪	Research Methods+			4.5
EN3220	✪	Written Analysis+			4.5
SP3450	✪	Social Psychology+			4.5
HU4640	✪	Ethics+			4.5
SC4730	✪	Environmental Science+			4.5
			Subtotal	**54.0**	
		Core Courses			
--------		Unspecified Core courses**			45.0
PM3110	✪	Introduction to Project Management+			4.5
PM3140	✪	Systems Analysis+			4.5
PM3220	✪	Project Communication and Documentation+			4.5
PM3225	✪	Project Management Tools and Techniques+			4.5
PM3320	✪	Project Cost and Budget Management+			4.5
PM3325	✪	Project Quality Management+			4.5
PM3420	✪	Procurement and Contract Management+			4.5
PM3440	✪	Project Management for Information Technology+			4.5
PM4530	✪	Management of Global Projects+			4.5
PM4540	✪	Managing Software Development Projects+			4.5
PM4620	✪	Project Risk Management+			4.5
MG4650	✪	Team Leadership+			4.5
PM4795	✪	Project Management and Administration–Information Technology Option Capstone Project+			4.5
			Subtotal	**103.5**	
		Elective Courses			
--------		Unspecified Elective courses+			22.5
		Minimum required credit hours for the Baccalaureate degree (Grand Total)			**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

**Unspecified Core courses may be accumulated from one selected discipline of study relating to the student's career path.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

BUSINESS MANAGEMENT
ASSOCIATE OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental skills utilized in a variety of entry-level business positions and offers a foundation to help students develop business knowledge and skills. The program introduces the fundamentals of marketing, accounting, communications, supervision and management. Students are exposed to teamwork concepts, technology and multiple approaches to problem solving.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level business positions.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computers, pertinent software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
ES2550	Microeconomics+		4.5
ES2560	Macroeconomics+		4.5
		Subtotal	**27.0**
	Core Courses		
BU1110	Introduction to Business+		4.5
AC1220	Accounting Principles I+		4.5
AC1320	Accounting Principles II+		4.5
MG1350	Fundamentals of Supervision+		4.5
BU1410	Management Information Systems+		4.5
AC1420	Financial Accounting+		4.5
MK2530	Fundamentals of Marketing+		4.5
BU2620	Fundamentals of Business Communications+		4.5
FN2640	Fundamentals of Finance+		4.5
MG2650	Fundamentals of Management+		4.5
BU2760	Business Law+		4.5
BU2799	Business Management Capstone Project+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

SCHOOL OF CRIMINAL JUSTICE

CRIMINAL JUSTICE
BACHELOR OF SCIENCE DEGREE

Objectives - This program teaches the fundamentals of the criminal justice system and criminal justice skills. The program offers a foundation in criminal law, legal procedures, criminal evidence and criminology. Areas of study include law enforcement, the courts and corrections. Students are taught about the legal system and law enforcement standards to help them develop technical skills used in today's criminal justice environment. The upper-level courses enhance the study of the criminal justice system and expand into areas such as criminalistics, victimology and forensics investigations. The curriculum is designed to offer a balance of theory and application used in the field by integrating interpersonal skills and administrative subject matter. Students will examine the criminal justice process and study interpersonal communication skills. The program offers an interdisciplinary study of the mechanisms of social control, criminology and criminal justice in American society. Program content includes communication, criminal law and procedures, cybercrime and homeland security issues as well as technology skills. The program can help graduates cultivate particular human relations skills appropriate to the industry and an understanding of the causes and prevention of crime.

Career Opportunities - The program can help graduates prepare for careers in community corrections, the private investigation and security fields and law enforcement*. Upon completion of the program, graduates will have developed knowledge and skills that can be used to pursue entry-level positions involving a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, and insurance investigations as private detectives, safety officers and security patrol officers. The program also offers the academic preparation to pursue entry-level positions involving criminal justice, such as local, state and federal law enforcement jobs in policing*, crime commissions, parole and probation, corrections and court systems.

*This program of study may not qualify a graduate for a career in law enforcement involving employment as a police officer or agent by federal, state, county, local or municipal authorities. An applicant must contact the applicable governmental authority prior to beginning the program at the school to determine if there are any specific requirements and/or qualifications that a candidate must satisfy to be eligible for employment as a police officer or agent by that authority. Those requirements and/or qualifications may include, among other things, that a candidate must: (a) successfully complete an academy or other specialized training; (b) be younger than a certain age; (c) pass a physical, mental and/or personality examination; (d) pass a background check; (e) not have a criminal record; (f) be a graduate from an institution that is regionally accredited (as opposed to nationally accredited, such as ITT Technical Institute); (g) complete a certain number of credit hours or a certain type of degree program at an accredited postsecondary educational institution; (h) have served a certain number of years in the military; (i) have a certain number of years of prior law enforcement experience; (j) be a U.S. citizen and/or a resident of the governmental authority's jurisdiction; (k) have earned a bachelor or graduate degree in certain areas of study; and/or (l) have a valid driver's license.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number		Course		Credit Hours
		General Education Courses**		
---------	✪	Unspecified General Education courses+		52
GE175		American Government+		4
GE375		Psychology+		4
			Subtotal	**60**
		Core Courses		
---------		Unspecified Core courses***		56
CJ312	✪	Correctional Operation and Administration+		4
CJ333	✪	Constitutional Law+		4
CJ334	✪	Crime Prevention+		4
CJ335	✪	Victimology+		4
CJ354	✪	Community Policing+		4
CJ355	✪	Multicultural Law Enforcement+		4
CJ436	✪	Substance Abuse and Crime in America+		4
CJ439	✪	Juvenile Justice+		4
CJ445	✪	Spatial Aspects of Crime+		4
CJ446	✪	The Criminalistics of Computer Forensics+		4
CJ456	✪	Controversial Issues in Law Enforcement+		4
CJ464	✪	Homeland Security+		4
CJ475	✪	Bachelor's Thesis+		4
			Subtotal	**108**
		Technical Basic Courses		
TB133		Strategies for the Technical Professional+		4
TB143		Introduction to Personal Computers+		4
TB332		Professional Procedures and Portfolio Development+		4
			Subtotal	**12**
		Minimum required credit hours for the Baccalaureate Degree (Grand total)		**180**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

**General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. The Unspecified General Education courses must include at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

***Examples of the subject matter included in the Unspecified Core courses are as follows: criminal law; introduction to criminal justice; criminal justice organization and administration; law enforcement and policing; law enforcement reporting and recording; criminal investigation; and cybercrime. Courses offered at this school that satisfy the Unspecified Core courses requirement are CJ123, CJ131, CJ132, CJ133, CJ151, CJ152, CJ211, CJ241, CJ242, CJ243, CJ253, CJ261, CJ264, CJ270 and CJ299. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ For the Core Courses, this course is eligible for the President's Scholarship. For the Unspecified General Education courses, only those courses beginning with the letters "EG" are eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

CRIMINOLOGY AND FORENSIC TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in the field of criminology and forensics. Areas of study include the criminal justice system, criminal law, law enforcement, forensics and investigations. This program contains report writing, communications, problem solving and computer coursework designed to help students prepare for entry-level positions in the field of criminal justice.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level corrections, criminology and investigative positions.

*This program of study may not qualify a graduate for a career in law enforcement involving employment as a police officer or agent by federal, state, county, local or municipal authorities. An applicant must contact the applicable governmental authority prior to beginning the program at the school to determine if there are any specific requirements and/or qualifications that a candidate must satisfy to be eligible for employment as a police officer or agent by that authority. Those requirements and/or qualifications may include, among other things, that a candidate must: (a) successfully complete an academy or other specialized training; (b) be younger than a certain age; (c) pass a physical, mental and/or personality examination; (d) pass a background check; (e) not have a criminal record; (f) be a graduate from an institution that is regionally accredited (as opposed to nationally accredited, such as ITT Technical Institute); (g) complete a certain number of credit hours or a certain type of degree program at an accredited postsecondary educational institution; (h) have served a certain number of years in the military; (i) have a certain number of years of prior law enforcement experience; (j) be a U.S. citizen and/or a resident of the governmental authority's jurisdiction; (k) have earned a bachelor or graduate degree in certain areas of study; and/or (l) have a valid driver's license.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computers, pertinent software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses**		
SC1130	Survey of the Sciences+		4.5
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
PS1350	American Government+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
		Subtotal	**27.0**
	Core Courses		
CJ1110	Introduction to Criminal Justice+		4.5
CJ1210	Criminology+		4.5
CJ1220	Fundamentals of Law Enforcement+		4.5
CJ1310	Criminal Justice Report Writing+		4.5
CJ1320	Investigations+		4.5
LE1430	Fundamentals of Criminal Law+		4.5
CJ1440	Community Corrections+		4.5
CJ1470	Criminalistics+		4.5
CJ2570	Forensic Technology+		4.5
CJ2670	Computer Forensics+		4.5
CJ2799	Criminology and Forensic Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
	Elective Core Course		
---	Unspecified Elective Core course+***		4.5
		Program Total	**90.0**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

**General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. Students must satisfactorily complete at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

***Courses offered at this school that satisfy the Unspecified Elective Core course requirement are CJ2640, CJ2650 and CJ2699. The course descriptions for these courses are in the Course Descriptions section of the catalog. The CJ2699 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take CJ2699. Any student interested in CJ2699 must apply for and be selected for any externship opportunity that may be available at that time.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

CRIMINAL JUSTICE
ASSOCIATE OF SCIENCE DEGREE

Objectives - This program teaches fundamentals of the criminal justice system and criminal justice skills. The program offers a foundation in criminal law, legal procedures, criminal evidence and criminology. Areas of study include law enforcement, the courts and corrections. Students are taught about the legal system and law enforcement standards to help them develop technical skills used in today's criminal justice environment. The curriculum is designed to offer a balance of theory and application used in the field by integrating interpersonal skills and criminal justice subject matter. The program examines the criminal justice process in the United States and involves the study of interpersonal communication skills. Program content includes communication, criminology, courts, correctional programs, criminal investigations, security and policing.

Career Opportunities - The program can help graduates prepare for careers in community corrections, the private investigation and security fields and law enforcement*. Upon completion of the program, graduates will have developed knowledge and skills that can be used to pursue entry-level positions involving a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, and insurance investigations as private detectives, safety officers and security patrol officers. The program also offers the academic preparation to pursue entry-level positions involving criminal justice, such as local, state and federal law enforcement jobs in policing*, crime commissions, parole and probation, corrections and court systems.

*This program of study may not qualify a graduate for a career in law enforcement involving employment as a police officer or agent by federal, state, county, local or municipal authorities. An applicant must contact the applicable governmental authority prior to beginning the program at the school to determine if there are any specific requirements and/or qualifications that a candidate must satisfy to be eligible for employment as a police officer or agent by that authority. Those requirements and/or qualifications may include, among other things, that a candidate must: (a) successfully complete an academy or other specialized training; (b) be younger than a certain age; (c) pass a physical, mental and/or personality examination; (d) pass a background check; (e) not have a criminal record; (f) be a graduate from an institution that is regionally accredited (as opposed to nationally accredited, such as ITT Technical Institute); (g) complete a certain number of credit hours or a certain type of degree program at an accredited postsecondary educational institution; (h) have served a certain number of years in the military; (i) have a certain number of years of prior law enforcement experience; (j) be a U.S. citizen and/or a resident of the governmental authority's jurisdiction; (k) have earned a bachelor or graduate degree in certain areas of study; and/or (l) have a valid driver's license.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses**		
----------	Unspecified General Education courses+		20
GE175	American Government+		4
GE375	Psychology+		4
		Subtotal **28**	
	Core Courses		
CJ123	Criminal Law+		4
CJ131	Introduction to Criminal Justice+		4
CJ132	Criminal Justice Organization and Administration+		4
CJ133	Criminology+		4
CJ151	Principles of Policing and Law Enforcement+		4
CJ152	Law Enforcement Reporting and Recording+		4
CJ211	Correctional Programs: Probation and Parole+		4
CJ241	Criminal Investigation+		4
CJ242	Forensics and Crime Scene Investigation+		4
CJ243	The Criminalistics of Cybercrime+		4
CJ261	Essentials of Security+		4
CJ299	Criminal Justice Capstone+		4
		Subtotal **48**	
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB143	Introduction to Personal Computers+		4
TB332	Professional Procedures and Portfolio Development+		4
		Subtotal **12**	
	Elective Core Courses		
---------	Unspecified Elective Core courses+***		8
		Program Total	**96**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

**General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. Students must satisfactorily complete at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

***Courses offered at this school that satisfy the Unspecified Elective Core course requirement are CJ253, CJ264 and CJ270. The course descriptions for these courses are in the Course Descriptions section of the catalog. The CJ270 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take CJ270. Any student interested in CJ270 must apply for and be selected for any externship opportunity that may be available at that time.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

PARALEGAL

ASSOCIATE OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental skills utilized in a variety of entry-level paralegal and legal assistant positions and offers a foundation to help students develop knowledge and skills. The program introduces the fundamentals of ethics, legal research and writing, law office technology and specific areas of the law, such as criminal law, family law, wills, trusts and estates, and litigation, among others. Students are exposed to teamwork concepts, technology and multiple approaches to problem solving.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level paralegal and legal assistant positions.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computers, pertinent software, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
SC1130	Survey of the Sciences+		4.5
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
PS1350	American Government+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
		Subtotal	**27.0**
	Core Courses		
PL1110	Introduction to Paralegal+		4.5
PL1240	Research and Writing for the Paralegal I+		4.5
PL1250	Law Office Technology+		4.5
PL1310	Introduction to Civil Litigation+		4.5
PL1340	Research and Writing for the Paralegal II+		4.5
PL1410	Fundamentals of Tort Law+		4.5
LE1430	Fundamentals of Criminal Law+		4.5
PL2520	Fundamentals of Family Law+		4.5
PL2525	Fundamentals of Contract Law+		4.5
LE2630	Fundamentals of Constitutional Law+		4.5
PL2799	Paralegal Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
	Elective Core Course		
---------	Unspecified Elective Core course+*		4.5
		Program Total	**90.0**

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*Courses offered at this school that satisfy the Unspecified Elective Core course requirement are BU2760, PL2610, PL2615 and PL2699. The course descriptions for these courses are in the Course Descriptions section of the catalog. The PL2699 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take PL2699. Any student interested in PL2699 must apply for and be selected for any externship opportunity that may be available at that time.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

PARALEGAL STUDIES
ASSOCIATE OF SCIENCE DEGREE

Objectives - The purpose of this program is to help students prepare for entry-level positions as paralegals. Areas of study include ethics, legal research and writing, law office technology, and specific areas of the law, such as criminal law, corporate law and litigation, among others. The program is also intended to help the student develop problem-solving and critical thinking skills.

Career Opportunities - Graduates of this program may begin their career in a variety of entry-level positions such as corporate paralegal, real estate paralegal, litigation paralegal, and court paralegal.

Admission Requirements - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program

School Equipment - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

Class Size - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

Program Outline

Course Number	Course		Credit Hours
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE150	Survey of the Sciences+		4
GE175	American Government+		4
GE184	Problem Solving+		4
GE217	Composition II+		4
GE375	Psychology+		4
		Subtotal 28	
	Core Courses		
PL101	Introduction to Paralegal Studies+		4
PL102	Ethics for Paralegals+		4
PL103	Technology in the Law Office+		4
PL104	Wills, Trusts and Estates+		4
PL105	Real Estate Law+		4
PL106	Legal Research and Writing I+		4
CJ123	Criminal Law+		4
PL201	Family Law+		4
PL202	Civil Litigation+		4
PL206	Legal Research and Writing II+		4
PL207	Contract Law+		4
PL208	Tort Law+		4
PL299	Paralegal Capstone+		4
		Subtotal 52	
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB150	Computing and Productivity Software+		4
		Subtotal 8	
	Elective Core Courses		
---------	Unspecified Elective Core courses+*		8
		Program Total	**96**

+In this program, this(these) course(s) may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course Information section of this catalog for additional information relating to the courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

*Courses offered at this school that satisfy the Unspecified Elective Core course requirement are BU222, CJ333 and PL270. The course descriptions for these courses are in the Course Descriptions section of the catalog. The PL270 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take PL270. Any student interested in PL270 must apply for and be selected for any externship opportunity that may be available at that time.

NOTE: The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

COURSE DESCRIPTIONS

AR, CO, EG, EN, ES, GE, HU, MA, PH, PS, PY, SC, SP and SS courses = General Education
AC, BU, CD, CJ, CM, CS, DT, EC, ET, FN, GC, HR, IS, IT, LE, MC, MG, MK, NT, PL, PM, PT and TM courses = Core
TB courses = Technical Basic
GS courses = General Studies

General Education Courses

GE117 Composition I
A 4 credit hour Composition course
This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisite or Corequisite: TB133 Strategies for the Technical Professional or equivalent**

GE127 College Mathematics I
A 4 credit hour Mathematics course
This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools. **Prerequisite: GE184 Problem Solving or TB184 Problem Solving or GE150 Survey of the Sciences or equivalent; Prerequisite or Corequisite: TB133 Strategies for the Technical Professional or equivalent**

GE150 Survey of the Sciences
A 4 credit hour Science course
This survey course is designed to familiarize the student with the methods of rational inquiry and problem solving in the physical sciences. Students will explore a selection of topics in the scientific fields including physics, chemistry, biology and earth science to develop basic scientific literacy and the ability to critically analyze issues of science.

GE175 American Government
A 4 credit hour Social Science course
This course studies institutions and structures of state, city and county governments and policy areas within their province, such as education, law enforcement, welfare, policy, citizen responsibility and other areas. **Prerequisite: GE117 Composition I or equivalent**

GE184 Problem Solving
A 4 credit hour Science course
This course introduces students to problem solving techniques and helps them apply the tools of critical reading, analytical thinking and mathematics to help solve problems in practical applications.

GE192 College Mathematics II
A 4 credit hour Mathematics course
This course will include, but is not limited to, the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: GE127 College Mathematics I or equivalent**

GE217 Composition II
A 4 credit hour Humanities course
This course focuses on appropriate rhetoric structures and styles for analytical and argumentative writing. Emphasis is placed on critical thinking, reading skills and elements of research in the information age. **Prerequisite: GE117 Composition I or equivalent**

GE253 Physics
A 4 credit hour Science course
Students in this course study the concepts of general physics. Practical applications demonstrate the theory. **Prerequisite: GE192 College Mathematics II or equivalent**

GE273 Microeconomics
A 4 credit hour Social Science course
This course introduces the economic way of thinking as it provides the basic principles of microeconomics. It is the study of choices made by households, firms, and government and how these choices impact the market economy. **Prerequisites: GE117 Composition I or equivalent, GE127 College Mathematics I or equivalent**

GE347 Group Dynamics
A 4 credit hour Social Science course
In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. **Prerequisite: GE117 Composition I or equivalent**

EG351 Social Psychology
A 4 credit hour Social Science course
This course introduces theories and principles of how an individual's thoughts, feelings and actions are influenced by their social interaction. This course focuses on how to apply these principles to understanding our dynamic world. **Prerequisites: EG372 Written Analysis or equivalent, An introductory level Social Science course**

EG360 Introductory Calculus
A 4 credit hour Mathematics course
This course is an introduction to differential and integral calculus. This course will include, but is not limited to, the following concepts: limits, derivatives, antiderivatives and antidifferentiation, and both indefinite and definite integrals. **Prerequisite: GE192 College Mathematics II or equivalent**

GE364 Art Appreciation
A 4 credit hour Humanities course
This course is a basic introduction to visual art, focusing primarily on drawing, painting, printmaking, sculpture and architecture. Students will examine well-known works of art through the study of content, technique, form and purpose.

EG371 Research Methods
A 4 credit hour Social Science course
This course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient research techniques and the ITT Tech Virtual Library to produce an in-depth white paper. **Prerequisite: GE117 Composition I or equivalent**

EG372 Written Analysis
A 4 credit hour Composition course
This upper level writing course focuses on writing analytical documents. Areas of study include principles and techniques of drafting and refining an analysis of a complex document or situation. **Prerequisites: EG371 Research Methods or equivalent, GE217 Composition II or equivalent**

GE375 Psychology
A 4 credit hour Social Science course
This course introduces psychological theories from behavioristic, humanistic and biological viewpoints. Primary focus is on exploring how selected principles of psychology apply to students' personal lives and social behavior. Students apply the skills of critical thinking, observation, and information gathering and analysis as they practice social science and scientific methodology. **Prerequisite: GE117 Composition I or equivalent**

EG381 Statistics
A 4 credit hour Mathematics course
This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict and evaluate data in our information-driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. **Prerequisite: GE127 College Mathematics I or equivalent**

EG421 Numerical Methods
A 4 credit hour Mathematics course
This course addresses numerical solutions for a number of common problems in mathematics, including methods such as interpolation, numerical integration, finding roots of higher-order equations and least-squares approximations. **Prerequisite: An introductory level Calculus course**

EG452 Economics and Change
A 4 credit hour Social Science course
This course examines the issues of the changing global economy in an information society. Topics include contemporary economic issues and the impact they have on our daily lives. **Prerequisites: EG371 Research Methods or equivalent, An introductory level Social Science course**

EG462 Contemporary World Culture
A 4 credit hour Humanities course
This interdisciplinary study of contemporary world culture focuses on the impact of globalization and electronic communication. This course explores how global economical, cultural, political and communication processes are influenced by the rapid technological changes within our contemporary world. **Prerequisites: EG372 Written Analysis or equivalent, An introductory level Social Science course**

EG468 Ethics
A 4 credit hour Humanities course
This course provides students the opportunity to explore competing ethical theories and through analysis and critical thinking to determine their own code of ethics. **Prerequisite: EG372 Written Analysis or equivalent**

EG481 Environmental Issues
A 4 credit hour Science course
This course offers an integrative approach to global, environmental issues. Topics of study include the analysis of environmental challenges confronting contemporary, global society against a political, geographical, cultural and economical backdrop. Students are instructed on how to apply a systematic problem solving approach in reviewing the issues, related policies and recommendations for confronting these challenges. **Prerequisites: EG371 Research Methods or equivalent, An introductory level Social Science course**

SC1130 Survey of the Sciences
A 4.5 credit hour Science course
This survey course is designed to familiarize the student with the methods of rational inquiry and problem solving in the sciences. Students will explore a selection of topics in the scientific fields including physics, chemistry, biology, astronomy and earth science, to develop basic scientific literacy and the ability to critically analyze issues of science. This course includes a laboratory component.

MA1210 College Mathematics I
A 4.5 credit hour Mathematics course
This course focuses on fundamental mathematical concepts including quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and matrices. Activities will include solving problems and using appropriate technological tools. **Prerequisite: GS1140 Creative Problem Solving or equivalent**

MA1310 College Mathematics II
A 4.5 credit hour Mathematics course
This course will include the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: MA1210 College Mathematics I or equivalent**

EN1320 Composition I
A 4.5 credit hour Composition course
This course covers phases of the writing process, with special emphasis on the structure of writing as well as techniques for clear, precise and persuasive oral, written and group communications. **Prerequisite: GS1145 Strategies of the Technical Professional or equivalent**

PS1350 American Government
A 4.5 credit hour Social Science course
This course examines principles and theory related to the United States federal government, including the development and foundations of the U.S. Constitution, the organization and function of the federal government including the legislative, executive and judicial branches, political parties, the electoral process, and the relationship between states and the federal government.
Prerequisite: EN1320 Composition I or equivalent

EN1420 Composition II
A 4.5 credit hour Composition course
This course builds on the foundations of Composition I with additional emphasis in rhetorical structures, argumentation, and research. Presenting strong arguments using visual and oral communication techniques is also included. **Prerequisite: EN1320 Composition I or equivalent**

AR1440 Art Appreciation
A 4.5 credit hour Humanities course
This course is a basic introduction to visual art. Focus is on drawing, painting, printmaking, sculpture and architecture. Students study well-known works of art by examining content, technique, form and purpose.

CO2520 Communications
A 4.5 credit hour Humanities course
The course focuses on the history, principles and techniques of interpersonal, organizational and mass communications, and on communicating using written, verbal and visual formats. **Prerequisites: Completion of a minimum of 54 credits earned in the program of study including EN1320 Composition I or equivalent**

PH2530 Physics
A 4.5 credit hour Science course
This course introduces students to the principles of general physics. Practical applications demonstrate the theory. This course includes a laboratory component. **Prerequisite: MA1310 College Mathematics II or equivalent**

ES2550 Microeconomics
A 4.5 credit hour Social Science course
This course introduces the economic way of thinking and applies basic principles of microeconomics. It is the study of choices made by households, firms and governments and how these choices impact the market economy. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2550 Microeconomics or equivalent and ES2555 Survey of Economics or equivalent.**

ES2555 Survey of Economics
A 4.5 credit hour Social Science course
This course introduces basic principles of both microeconomics and macroeconomics. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics and ES2550 Microeconomics or for both ES2555 Survey of Economics and ES2560 Macroeconomics.**

ES2560 Macroeconomics
A 4.5 credit hour Social Science course
This course is the study of aggregate economic activity. Students apply basic principles of macroeconomics to unemployment, inflation and economic growth. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics or equivalent and ES2560 Macroeconomics or equivalent.**

SP2750 Group Theory
A 4.5 credit hour Social Science course
This course is an overview of the theory related to groups of people bonded by task or culture. Emphasis is on communication, critical thinking and group process theory, including social exchange theory, structuration theory, functional theory, group ethics, diversity and related communication conflicts, group decision-making, creativity, leadership and gender. **Prerequisite: EN1320 Composition I or equivalent**

MA3110 Statistics
A 4.5 credit hour Mathematics course
This course introduces descriptive and inferential statistics. Topics include probability and probability distributions, confidence intervals, hypothesis testing and linear regression. **Prerequisites: EN1320 Composition I or equivalent, MA1210 College Mathematics I or equivalent**

PY3150 Psychology
A 4.5 credit hour Social Science course
This course introduces psychological theories from behavioral, humanistic and biological viewpoints. Students apply the skills of critical thinking, observation, information gathering and analysis to practice social science and scientific methodology. **Prerequisite: EN1320 Composition I or equivalent**

SS3150 Research Methods
A 4.5 credit hour Social Science course
This course introduces a step-by-step approach to conducting research. Topics include scientific reasoning, applying critical thinking principles to assess validity and reliability in research, and production of research-based documents. **Prerequisites: EN1420 Composition II or equivalent, MA3110 Statistics or equivalent or MA3310 Calculus I or equivalent**

EN3220 Written Analysis
A 4.5 credit hour Composition course
This course introduces theories and principles of critical and creative thinking with the goal of analysis and production of comprehensive written documents. Focus is on critically evaluating ideas and arguments. **Prerequisites: EN1420 Composition II or equivalent, SS3150 Research Methods or equivalent**

MA3310 Calculus I
A 4.5 credit hour Mathematics course
This course is an introduction to differential and integral calculus. Topics include limits, continuity, derivatives, antiderivatives and both definite and indefinite integrals. **Prerequisite: MA1310 College Mathematics II or equivalent**

MA3410 Calculus II
A 4.5 credit hour Mathematics course
A continuation of Calculus I, this course introduces methods of integration, partial derivatives and double integration, integration and differentiation of the trigonometric and logarithmic functions, series and progressions, the Laplace transform, and differential equations. **Prerequisite: MA3310 Calculus I or equivalent**

SP3450 Social Psychology
A 4.5 credit hour Social Science course
This course is a survey of theories and research concerned with how individuals behave in social constructs, and how they influence and are influenced by other people. **Prerequisites: EN1420 Composition II or equivalent, SS3150 Research Methods or equivalent**

HU4640 Ethics
A 4.5 credit hour Humanities course
This course introduces fundamentals of, and differences in, the morals and rules of conduct among individuals. Focus is on the identification and analysis of a variety of theoretical moral constructs and their application to individual and personal behavior. **Prerequisite: EN3220 Written Analysis or equivalent**

SC4730 Environmental Science
A 4.5 credit hour Science course
This course explores the issues of environmental science using an integrative approach against a political, geographic, cultural and economic backdrop. Through hands-on and virtual labs and applied problem sets, students will study the impact humans have on the environment and the costs and benefits of mitigating the impact. This course includes a laboratory component. **Prerequisites: EN1420 Composition II or equivalent, MA1210 College Mathematics I or equivalent**

Core Courses

AC1220 Accounting Principles I
4.5 credit hours
This course involves accounting principles that will be studied throughout the Business Management program. It presents accounting standards, inventory methods, depreciation, and financial components that comprise the income statement, balance sheet and statement of cash flows. Students will perform accounting exercises to solve business problems. **Prerequisite: GS1140 Problem Solving Theory or equivalent**

AC1320 Accounting Principles II
4.5 credit hours
This course expands on the concepts taught in Accounting Principles I, and includes a broader analysis of financial statements and their components. Students study differences between long and short-term liabilities, stocks and bonds, and the uses of management versus financial accounting. **Prerequisite: AC1220 Accounting Principles I or equivalent**

AC1420 Financial Accounting
4.5 credit hours
In this course, students practice producing financial statements using different classes of assets and inventory valuation methods. It includes the preparation of trial balances and the use of financial ratios to determine a measure of the financial health of a company. **Prerequisite: AC1320 Accounting Principles II or equivalent**

BU222 Business Law and Regulation
4 credit hours
This course offers a basic foundation in business law and regulation in a variety of areas, including bankruptcy, employment, consumer and contract law. Instruction on ethics, social responsibility and technology is integrated throughout the course. Prerequisite**: GE217 Composition II or equivalent**

BU1110 Introduction to Business
4.5 credit hours
This course explores fundamental processes of management, teamwork, motivation, customer satisfaction, and the production of goods and services. Students will examine ethical and social responsibilities for businesses, and compare business operations in U.S. companies to business operations in foreign countries.

BU1410 Management Information Systems
4.5 credit hours
This course examines fundamentals of information systems used in business. Topics include choice of hardware and software, security, backup, virus protection, and the use of internal and external communication to solve business problems. **Prerequisite: BU1110 Introduction to Business or equivalent**

BU2620 Fundamentals of Business Communications
4.5 credit hours
This course explores methods to create effective communications within the organization. Concentration is on collaborative communications, communicating bad-news messages and conducting persuasive presentations. Students practice with a variety of electronic and hard copy media and will give a professional presentation at the end of the course. **Prerequisite: EN1320 Composition I or equivalent**

BU2760 Business Law
4.5 credit hours
This course examines the legal environment in business, focusing on legal and ethical issues. Students review tort law, criminal law, cyber crimes, contracts, bankruptcy, employment law and property law. **Prerequisites: BU1110 Introduction to Business or equivalent or PL1110 Introduction to Paralegal or equivalent, EN1320 Composition I or equivalent**

BU2799 Business Management Capstone Project
4.5 credit hours
This is a project course in which students solve a business problem that is designed to combine elements of all of the courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required. **Prerequisites: Completion of a minimum of 81 credit hours earned in the program of study**

BU3110 Business Negotiation
4.5 credit hours
This course examines topics in business negotiation, such as general contracts, labor agreements and sales contracts. Students will use standard scenarios to practice developing settlements that are fair for all parties involved in a negotiation. **Prerequisites: BU1110 Introduction to Business or equivalent or PM3110 Introduction to Project Management or equivalent, FN2640 Fundamentals of Finance or equivalent or FN3140 Accounting and Finance for Business or equivalent**

BU3210 Quality Management
4.5 credit hours
This course explores quality principles, decision-making techniques, business compliance and quality processes and procedures. Students will study business cases to develop recommendations for improving the quality and compliance of an organization. **Prerequisites: MK2530 Fundamentals of Marketing or equivalent, MG2650 Fundamentals of Management or equivalent**

BU3310 Operations Management
4.5 credit hours
This course examines operational workflow processes in a business organization. Topics include productivity measurement, operational efficiency, cost-effectiveness and designing need-to-product conversion workflows. **Prerequisite: MA3110 Statistics or equivalent**

BU3315 Quantitative Analysis
4.5 credit hours
This course focuses on mathematical methods used in decision making. Topics include linear programming, queuing theory, transportation method and working under conditions of uncertainty to make choices that improve business outcomes. Students will use software to practice solving business problems. **Prerequisite: MA3110 Statistics or equivalent**

BU4610 Business Forecasting
4.5 credit hours
This course involves topics in business valuation, risk and return, options and derivatives, and problem-solving skills that can be used to evaluate a business. Students study financial forecasting and the influence of corporate governance in valuing an enterprise. **Prerequisite: MK4530 Marketing Management or equivalent**

BU4615 Business Policy
4.5 credit hours
This course focuses on the link between corporate governance and strategic management. Topics include exercises in developing corporate strategy and the roles of technology and innovation in an enterprise. Students will compare and contrast issues facing for-profit organizations, not-for-profit organizations and small businesses. **Prerequisite: FN3440 Corporate Finance or equivalent**

BU4799 Business Management Capstone Project
4.5 credit hours
This is a project course in which students solve a business problem that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required**. Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

CD111 Introduction to Design and Drafting
4 credit hours
An introduction to graphic communication and its practices including an introduction to the design process with an understanding of manual drafting and computer-aided drafting (CAD) techniques. The theory of geometric construction, sketching, detail drawing, various projections, sections, auxiliary views, dimensioning, lettering, dimension tolerances and basic CAD procedures are presented in relation to the discipline of drafting and design. The course, being a theoretical foundation for the discipline of drafting and its application to various areas of design, has been developed to better acquaint students with concepts, processes and skills required by professionals in the field. **Corequisite: CD121 Drafting/CAD Methods**

CD121 Drafting/CAD Methods
4 credit hours
An application of graphic communications and its practices to practical experience in the use of drafting tools and CAD equipment. Hands-on projects include geometric construction, various projections, sections, auxiliaries, dimensioning, sketching, detail drawing and lettering that is practiced and applied using both manual drafting and CAD procedures. Maintenance of CAD drawing files through the use of operating system commands is applied and stressed. **Corequisite: CD111 Introduction to Design and Drafting**

CD130 Architectural Drafting I
4 credit hours
An introduction to the theory and practice of architectural planning and design. Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills. Topics include the development of floor plans, elevations and perspective projection principles of a single-level building project incorporating material specifications, legal and building code requirements. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

CD140 Rapid Visualization
4 credit hours
This course is an introduction to the techniques of freehand drawing and its application to technical sketching and design visualization. Exercises include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relation to the practice of drafting and design.

CD210 Engineering Graphics I
4 credit hours
An introduction to the creation of pictorial, auxiliaries, sections and orthographic working drawings incorporating developments, geometric dimensioning and tolerances as they relate to mechanical topics. The fundamentals of weldments, threads, fasteners, springs, mechanisms and symbol libraries are introduced in this course. Manual drafting and CAD techniques are used in the production of working drawings. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

CD220 Materials and Processes
4 credit hours
This course is a survey of various materials, their applications and production processes as found in the manufacturing and construction industries. Students will be introduced to various construction and manufacturing materials, machine tools and tooling used in a variety of processes. Emphasis is placed on terminology and function.

CD230 Architectural Drafting II
4 credit hours
A continuation of Architectural Drafting I through the functional planning of a progressively complex project using light construction systems. Drawings incorporating foundations, elevations, wall sections and roof framing details will be created using drafting and CAD techniques. **Prerequisites: CD130 Architectural Drafting I, CD220 Materials and Processes or equivalent**

CD240 Descriptive Geometry
4 credit hours
A study of spatial relations involving points, lines, planes and solids. Instruction includes solving for points and lines of intersections of different geometries and applying analytical graphics to solve design problems. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

CD245 Sustainable Design
4 credit hours
This course examines a variety of issues surrounding the subject of sustainability. Students will explore the history of sustainability and current trends as they apply to design. Topics will include materials, manufacturing techniques, new technologies, renewable resources, and product life cycle analysis. **Prerequisite: CD230 Architectural Drafting II**

CD250 Engineering Graphics II
4 credit hours
An introduction to the layout, design and drafting of mechanisms and machines using shafts, gears, fasteners, bushings, bearings and couplings. Students will be introduced to the techniques necessary to complete solid models of appropriate assembly drawings. **Prerequisites: CD210 Engineering Graphics I, CD220 Materials and Processes or equivalent**

CD310 Civil Drafting and Introduction to GIS
4 credit hours
An introduction to site planning, civil engineering, plot plans, contour maps, map profile, highway layout and basic Geographic Information Systems (GIS). **Prerequisite: CD230 Architectural Drafting II**

CD320 Basic Design Theory and Methods
4 credit hours
This course is a study of the principles and elements of basic design which leads to the successful execution of form. Students demonstrate the uses of design as a creative and practical problem-solving and analytical tool. **Prerequisite: CD140 Rapid Visualization**

CD331 Design and Drafting Capstone Project
4 credit hours
An introduction to the theory and practical development, planning, management and presentation of a drafting project from start to finish. Topics include techniques of project planning, project design and execution, documentation and presentation. Students are required to apply project management techniques to a Capstone Project. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including CD250 Engineering Graphics II or equivalent and CD310 Civil Drafting and Introduction to GIS or equivalent**

CD340 Physical and Computer-Aided 3D Modeling
4 credit hours
Introduces the student to tools and skills used in the manipulation of two-dimensional materials to convert these into precise three-dimensional models of various forms, products or architectural space layouts. Students will also use software to model objects and spaces with light, shadows, color and textures that are placed in appropriate backgrounds. **Prerequisites: CD230 Architectural Drafting II, CD250 Engineering Graphics II**

CJ123 Criminal Law
4 credit hours
This course introduces the student to criminal law, which involves the imposition of penalties for engaging in criminal conduct. The course also explores the distinction between criminal law, which typically is enforced by the government, and civil law, which may be enforced by private parties. **Prerequisites: GE175 American Government or equivalent, GE217 Composition II or equivalent, An introductory level Criminal Justice or Paralegal Studies course**

CJ131 Introduction to Criminal Justice
4 credit hours
This survey course introduces the student to the scope, principles and purposes of the American criminal justice system with emphasis on crime, law enforcement, courts and corrections.

CJ132 Criminal Justice Organization and Administration
4 credit hours
This course examines the organization, administration and practice of police, courts and correctional organizations at the federal, state and municipal levels. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ133 Criminology
4 credit hours
This course offers an interdisciplinary and integrative approach to the study of crime. It includes an overview of criminological theories of causation, treatment and punishment. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ151 Principles of Policing and Law Enforcement
4 credit hours
This course is an introduction to policing and law enforcement in America including a historical and social review of policing and law enforcement. Emphasis is placed on contemporary strategies used in modern law enforcement organizations and administration to combat and prevent crime.

CJ152 Law Enforcement Reporting and Recording
4 credit hours
This course introduces students to fundamental guidelines for reports common to the criminal justice community. The course also studies how computers and technology are used as tools in this process. **Prerequisite: GE217 Composition II or equivalent**

CJ211 Correctional Programs: Probation and Parole
4 credit hours
This introduction to the probation and parole system in the United States tracks the progress of an individual through each phase of the system. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ241 Criminal Investigation
4 credit hours
This course explores theoretical and practical aspects of criminal investigation and introduces the student to investigative processes, procedures and challenges. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ242 Forensics and Crime Scene Investigation
4 credit hours
This course explores the evolution and role of forensics in criminal justice and scientific crime scene investigation. Emphasis is placed on identification and detection methods and the collection and gathering of evidence. **Prerequisites: CJ241 Criminal Investigation, TB143 Introduction to Personal Computers or TB145 Introduction to Computing or TB150 Computing and Productivity Software**

CJ243 The Criminalistics of Cybercrime
4 credit hours
This course examines the scope of cybercrimes and the cybersecurity threat and legal considerations facing law enforcement and cybersecurity professionals in dealing with discovering, investigating and prosecuting cybercrimes. The role of intrusion detection in information security and different tools used to detect intrusion will also be discussed. **Prerequisite: CJ242 Forensics and Crime Scene Investigation**

CJ253 Policing Techniques: Interviewing and Interrogation
4 credit hours
This course explores police techniques and tactics used to combat and prevent crime. Emphasis is placed on the knowledge and working skills involved in the art of interviewing and interrogating witnesses and suspects, and the relevant legal parameters that must be followed during field procedures. **Prerequisite: CJ151 Principles of Policing and Law Enforcement**

CJ261 Essentials of Security
4 credit hours
This course offers an overview of security elements and types of security organizations with a focus on security measures used to protect lives, property and proprietary information through risk management and asset protection. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ264 Transportation Security
4 credit hours
This course examines current and future threats to the transportation systems and discusses methods and technologies designed to confront these threats. Coverage of relevant security issues relating to transportation by sea, land, pipeline and air will be included.

CJ270 Externship in Criminal Justice
4 credit hours
This course provides students with an experiential learning event related to the field of Criminal Justice. Participating students acquire "real-world" experience as an active member of a criminal justice related agency. Students have the opportunity to apply the knowledge, skills and abilities they have acquired in the Criminal Justice program. **Prerequisites: Completion of a minimum of 72 credits earned in the program of study**

CJ299 Criminal Justice Capstone
4 credit hours
This course provides a culminating experience after two years of study in the Criminal Justice program. Students are given the opportunity to demonstrate competency and knowledge they have learned throughout the program. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including CJ242 Forensics and Crime Scene Investigation or equivalent**

CJ312 Correctional Operation and Administration
4 credit hours
This course addresses the structure, principles, organization, administration and operations of a variety of correctional institutions and programs. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ333 Constitutional Law
4 credit hours
This course provides a survey of major constitutional thought and a review of primary constitutional issues. **Prerequisite: CJ123 Criminal Law or equivalent**

CJ334 Crime Prevention
4 credit hours
This course explores the development and implementation of crime-prevention programs designed by police departments, retail firms, commercial establishments, community action groups and individual citizens. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ335 Victimology
4 credit hours
This comprehensive study of victimization includes an analysis of contemporary victim assistance and compensation programs and related research. **Prerequisite: CJ133 Criminology**

CJ354 Community Policing
4 credit hours
This course provides an overview of community-based police programs and the interaction that takes place between policing agencies to combat and prevent crime.

CJ355 Multicultural Law Enforcement
4 credit hours
This course includes a discussion and analysis of sensitive topics and issues related to diversity and multiculturalism in today's policing environments. The course also reviews common encounters law enforcement or correctional officers respond to in their line of work and includes instruction on basic conversational Spanish they use to be more effective in those situations. **Prerequisite: CJ151 Principles of Policing and Law Enforcement**

CJ436 Substance Abuse and Crime in America
4 credit hours
This course investigates the relationship between substance abuse and crime in America. Emphasis is placed on methods for detecting and preventing substance abuse. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ439 Juvenile Justice
4 credit hours
This course offers a multi-disciplined approach to the study of the juvenile justice system and juvenile delinquency as it relates to and emerges from the youth's family, neighborhood, school, peer group, social class and overall cultural and social environment. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ445 Spatial Aspects of Crime
4 credit hours
This course offers instruction on the use of computer technology in crime mapping to solve crimes. Emphasis is placed on crime and place, use of geographic information systems and spatial analysis of crime. **Prerequisites: CJ243 The Criminalistics of Cybercrime, TB143 Introduction to Personal Computers or TB145 Introduction to Computing or TB150 Computing and Productivity Software**

CJ446 The Criminalistics of Computer Forensics
4 credit hours
This course introduces the student to system forensics investigation and response including procedures for investigating computer and cybercrimes and concepts for collecting, analyzing, recovering and preserving forensic evidence. **Prerequisite: CJ243 The Criminalistics of Cybercrime**

CJ456 Controversial Issues in Law Enforcement
4 credit hours
This course presents two sides of controversial law enforcement issues to spark debate and critical thinking. **Prerequisite: GE217 Composition II or equivalent**

CJ464 Homeland Security
4 credit hours
This course explores private and public security threats, including domestic and foreign terrorism, and introduces the student to measures for preventing, combating and responding. **Prerequisite: CJ131 Introduction to Criminal Justice or equivalent**

CJ475 Bachelor's Thesis
4 credit hours
This course is designed to teach students how to apply the skills of scientific analysis and inquiry. The skills learned in writing a thesis will help students prepare to effectively analyze policies in public and private organizations. Students will choose a specific topic in criminal justice about which to write. **Prerequisites: Completion of a minimum of 164 credits earned in the program of study including CJ446 The Criminalistics of Computer Forensics or equivalent**

CJ1110 Introduction to Criminal Justice
4.5 credit hours
This survey course introduces the scope, principles and purposes of the American criminal justice system with emphasis on criminology, forensics, law enforcement, courts, corrections and security.

CJ1210 Criminology
4.5 credit hours
This course introduces the fundamentals of the causes and control of crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1220 Fundamentals of Law Enforcement
4.5 credit hours
This course provides an overview of policing and law enforcement, criminal justice administration and community policing. Topics include a historical and social review of policing with an emphasis on current trends and strategies used by modern law enforcement agencies to combat and prevent crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1310 Criminal Justice Report Writing
4.5 credit hours
This course introduces the process of documenting and writing clear, concise, complete and accurate reports common in criminal justice fields. **Prerequisites: CJ1110 Introduction to Criminal Justice or equivalent, EN1320 Composition I or equivalent**

CJ1320 Investigations
4.5 credit hours
This course introduces the processes and procedures used in conducting investigations in criminal justice fields. Students will practice detection, investigation and solution of criminal justice problems. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1440 Community Corrections
4.5 credit hours
This course introduces fundamentals of the probation and parole system in the United States as well as other components of community corrections. **Prerequisite: CJ1210 Criminology or equivalent**

CJ1470 Criminalistics
4.5 credit hours
This course introduces modern methods used to examine and investigate evidence. This course includes problem sets and a laboratory component. **Prerequisites: SC1130 Survey of the Sciences or equivalent, CJ1320 Investigations or equivalent**

CJ2570 Forensic Technology
4.5 credit hours
This course is a continuation of the study of forensics begun in the Criminalistics course. Students use principles of forensics and technology tools to further examine evidence and recreate crime scenes. **Prerequisite: CJ1470 Criminalistics or equivalent**

CJ2640 The American Jail
4.5 credit hours
This course introduces the process and procedures used in jailing in the United States, including security, booking, operations and jail programs. Topics include the relationship between courts and jails. **Prerequisite: CJ1210 Criminology or equivalent**

CJ2650 Security Operations and Management
4.5 credit hours
This course introduces fundamentals of planning, resource allocation, risk management and implementation of a prepared plan in providing security and in times of crisis. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ2670 Computer Forensics
4.5 credit hours
This course introduces fundamentals of securing a crime scene and gathering evidence from computers used in a crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ2699 Criminal Justice Externship
4.5 credit hours
This course provides students with an opportunity to apply knowledgeand skills acquired in the program in a real world experience for 135 hours. **Prerequisites: Completion of a minimum of 67 credits earned in the program of study**

CJ2799 Criminology and Forensic Technology Capstone Project
4.5 credit hours
This is a culminating course in the Criminology and Forensic Technology program. Students are given the opportunity to demonstrate skills and knowledge developed from courses in the the program. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including CJ2570 Forensic Technology or equivalent**

CM310 Commercial Construction Methods
4 credit hours
The purpose of this course is to provide students an overview of commercial building techniques and materials. Basic materials and installation methods for commercial construction are studied, and include site-work, concrete, masonry, metals, curtain-walls and finishes. **Prerequisite: CD230 Architectural Drafting II**

CM320 Principles of Building Construction Management
4 credit hours
This survey of the construction industry includes an overview of the history of construction management, roles and responsibilities typically involved in residential and commercial construction projects, current issues such as environmental considerations in construction, and potential career paths for construction managers.

CM330 Statics and Strength of Materials
4 credit hours
This course is a study of stresses, deflections and static loads in members and simple structural systems. Emphasis is given to the application of building structures. **Prerequisites: CD220 Materials and Processes, GE253 Physics or equivalent**

CM340 Building Codes
4 credit hours
This course familiarizes students with structural, mechanical, electrical, and plumbing building codes. Organizations responsible for developing building codes and zoning ordinances are referenced. The role of inspections in ensuring compliance with building codes is discussed. **Prerequisites: CD230 Architectural Drafting II, CM310 Commercial Construction Methods**

CM350 Site Construction and Measurement
4 credit hours
Site construction methods, soil conditions and storm water drainage are discussed in this course. Additional topics include layout, leveling, surveying and underground utilities as they relate to the building site. **Prerequisite: CD310 Civil Drafting and Introduction to GIS**

CM420 Construction Documents and Contracts
4 credit hours
Documents generated during the design and construction of a building, the format and administration of construction specifications, its contracts, and subsequent changes are the focus of this course. Topics include warranties, liability and indemnity and dispute resolution. **Prerequisite: CD230 Architectural Drafting II**

CM430 Mechanical Systems
4 credit hours
This course explores electrical, plumbing and HVAC systems in commercial construction. **Prerequisites: CD230 Architectural Drafting II, CM340 Building Codes**

CM440 Construction Project Scheduling
4 credit hours
This course introduces the planning and scheduling of construction projects. Topics include time schedules for materials, labor and equipment and use of communication tools in project planning. **Prerequisite: CM310 Commercial Construction Methods**

CM450 Cost Estimating and Analysis
4 credit hours
This course focuses on the estimation of construction project costs: direct and indirect, labor, material and equipment. Included is a discussion on overhead and profit, bidding and computer-based estimating. **Prerequisite: CM310 Commercial Construction Methods**

CM470 Legal Issues in Construction
4 credit hours
This course explores the legal issues arising from design and construction services. Topics include contracts, land zoning and property ownership, contractor liability, mechanics liens, litigation and arbitration, hazardous waste issues and labor law. **Prerequisites: CM340 Building Codes, CM420 Construction Documents and Contracts**

CM480 Construction Safety Management
4 credit hours
This course explores construction safety management from the point of view of the construction manager or general contractor. Studies include safety administration, program development, federal and state regulations, personnel protection and life saving equipment. **Prerequisite: CM310 Commercial Construction Methods**

CM490 Capstone Project
4 credit hours
Students will apply the effective use of the estimating and management processes contained in the program in the completion of a similated construction project. **Prerequisites: Completion of a minimum of 164 credits earned in the program of study including CM440 Construction Project Scheduling or equivalent and CM450 Cost Estimating and Analysis or equivalent**

CS100 Introduction to Programming
4 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding convention and procedures will be discussed relevant to the given programming language environment. **Prerequisite: TB143 Introduction to Personal Computers or equivalent**

CS110 Introduction to Web Applications
4 credit hours
This course provides students with the foundation concepts and terminology necessary for Web development. Students build Web pages using HTML and XHTML, Cascading Style Sheets, and forms. Students will also practice how to write and present Web content to meet business requirements. They also examine concerns when choosing a Web host and learn how to build a Web site that is properly indexed in search engines. **Prerequisite: TB133 Strategies for the Technical Professional or equivalent**

CS111 Client-Side Web Scripting
4 credit hours
This course covers how to add interactivity to a Web page using the client-side scripting tools such as JavaScript and AJAX. Students examine client-side script issues including browser compatibility and caching. Students will practice processing arrays, manipulating strings, and using predefined objects. Students will also be introduced to event-driven programming. **Prerequisites: CS100 Introduction to Programming or equivalent, CS110 Introduction to Web Applications or equivalent**

CS120 Programming in Visual Basic
4 credit hours
This course discusses how to build Windows applications using Visual Basic with menus and multiple forms. Students will practice writing Visual Basic codes to perform operations, using arrays, manipulating strings, and performing file input and output. Fundamental principles of object oriented programming are also introduced. **Prerequisite: CS100 Introduction to Programming or equivalent**

CS130 Introduction to Databases
4 credit hours
This course introduces relational database concepts and the role of databases in both Windows and Web applications. The course introduces basic data modeling and normalization concepts. Extensible Markup Language (XML) is also introduced. **Prerequisite: TB133 Strategies for the Technical Professional or equivalent**

CS140 Business Concepts for Application Developers
4 credit hours
This course covers fundamental business concepts and terminology. Students are exposed to organizational structures and processes at a general level. The foundations discussed in this course will help students better understand the business needs reflected in software applications development. **Prerequisites: CS100 Introduction to Programming or equivalent, CS110 Introduction to Web Applications or equivalent**

CS200 Programming in Java I
4 credit hours
This course covers the fundamentals of Java programming. Object-oriented programming techniques and Unified Modeling Language (UML) are also introduced. Students practice how to build Java classes, graphical user interfaces, and event driven programs. They also explore how to write Java codes that use arrays, strings, file input and output, and exception handling. **Prerequisite: CS100 Introduction to Programming or equivalent**

CS210 Web Authoring and Design
4 credit hours
This course covers technologies for adding interactivity, animation, and visual elements to a Web site by applying Dynamic HTML (DHTML) and Adobe Flash with ActionScript. Students will practice how to build Flash movies with interactivity by using ActionScript. Students are also introduced to Adobe Dreamweaver as a Graphical User Interface (GUI) development environment. **Prerequisites: CS100 Introduction to Programming or equivalent, CS111 Client-Side Web Scripting or equivalent**

CS220 Server-Side Web Programming
4 credit hours
The course introduces server-side programming using leading Web scripting languages to build Web applications. The course also covers database access from Visual Basic. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS120 Programming in Visual Basic or equivalent, CS130 Introduction to Databases or equivalent**

CS240 Software Development Lifecycles
4 credit hours
This course covers the concepts and soft skills needed to be functional on a software development team. Some requirements gathering and design techniques are also covered. The purpose of the course is to provide students with insight into the software development process in the workplace. **Prerequisite: CS200 Programming in Java I or equivalent**

CS250 Open Source Application Programming
4 credit hours
This course covers how to implement open source server-side Web applications by analyzing the LAMP development model: Linux, Apache, MySQL, and PHP. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS130 Introduction to Databases or equivalent, CS200 Programming in Java I or equivalent**

CS280 Web Security and Ethics
4 credit hours
This course examines the ethical responsibilities in maintaining a Web or Intranet/Internet site and the potential chances of misuse. Information access and security issues in managing a Web site are also included. **Prerequisite: CS110 Introduction to Web Applications or equivalent**

CS290 Software Development Capstone Project
4 credit hours
This course provides an opportunity for the student to synthesize the theories and practices covered in the entire program by analyzing, designing and completing a software application development project. Teamwork, project management and presentation skills will also be integrated into the project. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including IT219 Programming in Java II or equivalent and CS220 Server-Side Web Programming or equivalent**

CS300 Application Design
4 credit hours
This course introduces key design techniques and basic modeling to solve specific application design problems. Coverage includes object modeling, use cases, and requirements analysis. The course takes students through the application design and implementation process from requirements definition through testing. **Prerequisites: CS120 Programming in Visual Basic or equivalent, CS130 Introduction to Databases or equivalent, CS200 Programming in Java I or equivalent**

CS302 Data Structures with Java
4 credit hours
This course covers the theory of data structures and their implementation using Java. Topics include lists, queues, stacks, trees, and maps. The course covers various algorithms for searching and sorting data. Methods of evaluating algorithm efficiency are covered. **Prerequisite: CS300 Application Design or equivalent**

CS310 Programming in C++
4 credit hours
This course introduces the knoweldge and skills in how to write and maintain C++ programs. Object-oriented programming, Standard Template Library (STL), data structures, and file input/output are discussed. **Prerequisite: CS300 Application Design or equivalent**

CS320 Programming in C#
4 credit hours
This course covers building Windows application using C#. Students will practice writing C# codes to perform operations, use arrays, manipulate strings, and perform file input and output. Object-oriented programming using C# is also covered. **Prerequisite: CS300 Application Design or equivalent**

CS330 Database Design and Implementation
4 credit hours
This course examines Entity-Relationship modeling and data normalization by analyzing how keys and constraints are used to enforce design restrictions. Students will use SQL to build functionality commonly needed by applications. Database objects covered includes stored procedures, triggers, and constraints. **Prerequisite: CS130 Introduction to Databases or equivalent**

CS331 .NET Framework Programming
4 credit hours
This course covers advanced Windows programming topics using both Visual Basic and C#. Topics include various .NET Framework libraries, data structures, multithreading, globalization, and custom controls. **Prerequisite: CS320 Programming in C# or equivalent**

CS333 Enterprise Applications with Java
4 credit hours
This course discusses the development of distributed applications using Java 2 Enterprise Edition (J2EE) libraries by addressing key technologies such as Servlets, Java Server Pages, Hibernate and Spring. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS300 Application Design or equivalent, CS330 Database Design and Implementation or equivalent**

CS340 Software Engineering
4 credit hours
This course discusses the requirements for designing and managing the software development process covering design, implementation and support. Various commonly accepted methodologies are used throughout the course to provide students a broad background in the required activities. **Prerequisite: CS300 Application Design or equivalent**

CS400 Web Services and Applications
4 credit hours
This course covers advanced Web application and Web service programming techniques by applying and referencing various platforms and tools such as ASP.NET applications, ASP.NET Web service, Extensible Markup Language (XML), and Java Web services. **Prerequisites: CS330 Database Design and Implementation or equivalent, CS331 .NET Framework Programming or equivalent, CS333 Enterprise Applications with Java or equivalent**

CS410 Enterprise Applications with .NET
4 credit hours
This course covers building multi-tier enterprise applications using the .NET Framework. The focus will be on writing scalable enterprise applications using .NET technologies. Topics related to network programming, transactional consistency, and Component Object Model (COM) interoperability will be covered. **Prerequisites: CS330 Database Design and Implementation or equivalent, CS331 .NET Framework Programming or equivalent**

CS420 Application Security
4 credit hours
This course emphasizes the importance of using safe programming practices by giving students a glimpse into the mind of the attacker. Key security technologies, such as cryptography and authentication are also discussed. **Prerequisites: CS310 Programming in C++ or equivalent, CS400 Web Services and Applications or equivalent**

CS430 Database Administration and Optimization
4 credit hours
This course covers the skills a person needs to administer and maintain a database. Students examine issues related to data availability, concurrency, consistency, and performance. **Prerequisite: CS330 Database Design and Implementation or equivalent**

CS490 Software Development Senior Project
4 credit hours
This course provides a comprehensive case study for the student to research, design, develop, test and deploy a software application to solve a specific business problem. The student is required to dynamically apply knowledge and skills acquired through the program of study and to complete the project to meet the technical requirements specified by the course. Teamwork, project management and presentation skills are also integrated as part of the course requirement. **Prerequisites: Completion of a minimum of 164 credits earned in the program of study including CS400 Web Services and Applications or equivalent and CS410 enterprise Applications with .NET or equivalent**

DT1110 Introduction to Drafting and Design Technology
4.5 credit hours
This course introduces technical drafting and design practices. Topics include lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances, pictorial drawing, and the preparation of working and detailed drawings.

DT1210 Rapid Visualization Techniques
4.5 credit hours
This course introduces the concepts of rapid communication of design topics utilizing techniques of freehand drawing and their application to technical sketching and design visualization. Hands-on projects include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relation to the practice of drafting and design.

DT1230 CAD Methods
4.5 credit hours
This course examines computer-aided drafting (CAD) techniques utilizing CAD equipment. Hands-on projects include geometric construction, various projections, sections, auxiliaries, dimensioning, sketching, and detail drawing that is practiced and applied using proper CAD procedures. Maintenance of CAD drawing files through the use of operating system commands is applied and stressed. **Prerequisite: DT1110 Introduction to Drafting and Design Technology or equivalent**

DT1320 Building Information Modeling (BIM)
4.5 credit hours
This course examines architectural planning and design utilizing Building Information Management (BIM) techniques. Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills. Topics include the development of floor plans, elevations and sections of building projects. **Prerequisite: DT1230 CAD Methods or equivalent**

DT1325 Sustainability in Design
4.5 credit hours
In this course, students investigate the challenges of implementing sustainability in a variety of contexts, from the perspectives of climate change, energy use, natural resource use and ecosystems/land use. Students explore current trends of sustainability as it applies to design, manufacturing and building. Topics include materials, manufacturing techniques, new technologies, renewable resources and product life cycle analysis. **Prerequisite: DT1230 CAD Methods or equivalent**

DT1410 Materials and Processes in Design
4.5 credit hours
This course emphasizes the materials and processes used in manufacturing and construction. Students are introduced to a variety of construction and manufacturing materials, machine tools and tooling used in a variety of processes. Emphasis is placed on terminology and function.

DT1430 Parametric Modeling
4.5 credit hours
This course examines the creation of parametric models utilizing design software. Topics include working with constrained geometry, creating and documenting assemblies, and advanced part modeling techniques. **Prerequisite: DT1230 CAD Methods or equivalent**

DT2510 Advanced CAD Methods
4.5 credit hours
This is a course in computer-aided design for the advanced CAD user. Students utilize a typical CAD system to design and analyze mechanical systems, architectural structures and other devices. This course renforces CAD skills studied in the CAD Methods course. **Prerequisite: DT1230 CAD Methods or equivalent**

DT2520 3D Civil Drafting
4.5 credit hours
This course provides an introduction to civil drafting and design using surveying and engineering data to draw civil engineering plans. Topics include legal descriptions, plan and profile drawings, topographic mapping, cross-sections and required calculations. **Prerequisite: DT1430 Parametric Modeling or equivalent**

DT2630 3D Modeling and Visualization
4.5 credit hours
This course explores 3D modeling, the application of realistic textures, lighting principles and techniques for the use of camera types. An emphasis is placed on industry trends and issues pertaining to rendering output for different mediums. **Prerequisites: DT1320 Building Information Modeling (BIM) or equivalent, DT1430 Parametric Modeling or equivalent**

DT2799 Drafting and Design Technology Capstone Project
4.5 credit hours
An introduction to the theory and practical development, planning, management and presentation of a drafting project from start to finish. Topics include techniques of project planning, project design and execution, documentation and presentation. Students are required to apply project management techniques to a Capstone Project. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including DT1320 Building Information Modeling (BIM) or equivalent and DT1430 Parametric Modeling or equivalent**

EC311 Introduction to Project Management
4 credit hours
This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to a project management software. **Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing or TB150 Computing and Productivity Software**

EC312 Project Management Techniques
4 credit hours
This course provides instruction on planning, scheduling and monitoring a project. Topics covered include elements of effective time management, scheduling and cost control techniques in developing, monitoring and controlling project plans. **Prerequisite: EC311 Introduction to Project Management**

EC314 Project Cost and Budget Management
4 credit hours
The purpose of this course is to provide the student with an introduction to the specific accounting concepts and budgeting skills necessary for the continuous monitoring of a project during its lifecycle. The student is to identify, master and put into practice the skills necessary to budget, control and report financial cost information to all parties involved in a project. **Prerequisites: EC312 Project Management Techniques, GE127 College Mathematics I**

EC321 Introduction to E-Commerce
4 credit hours
This course is an introduction to the world of e-commerce. Students will identify and examine the latest trends and directions in e-commerce business applications. **Prerequisite: TB143 Introduction to Personal Computers or equivalent or TB145 Introduction to Computing or equivalent**

EC411 Project Human Resource Management
4 credit hours
The purpose of this course is to provide the student with an understanding of the tools and techniques required to make the most effective use of the people involved in a project. These individuals are project stakeholders, project sponsors, the project manager, project team members and the balance of the organization. In this course, human resource management policies and practices concentrate on project organizational planning, project staff acquisition and team development. **Prerequisites: EC312 Project Management Techniques, GE117 Composition I**

EC421 E-Commerce Legal and Security Issues
4 credit hours
The purpose of this course is to provide an overview of the legal processes involved in implementing and maintaining an e-commerce Web site. In addition, this course also examines the security issues in maintaining a Web or intranet/Internet site and the potential chances of misuse. **Prerequisite: EC321 Introduction to E-Commerce**

ET115 DC Electronics
4 credit hours
A study of electronic laws and components in DC circuits, emphasizing the study and application of network theorems interrelating voltage, current and resistance. Students apply practical mathematics as it supports understanding the principles of electronics. A laboratory provides practical experience using both physical components and computer-generated simulations. **Corequisite or Prerequisite: GE127 College Mathematics I or equivalent**

ET145 AC Electronics
4 credit hours
This course covers an analysis of reactive components as they relate to an AC sine wave. Transformers, filters and resonant circuits are studied in this course. Laboratory supports the theory and continues the use of both physical components and computer-generated models. **Prerequisite: ET115 DC Electronics; Corequisite or Prerequisite: GE192 College Mathematics II or equivalent**

ET156 Introduction to C Programming
4 credit hours
This course is designed to help students with the fundamental concepts and terminology of computer programming and practcial skills in designing, writing and debugging simple computer programs in C. **Prerequisite: TB143 Introduction to Personal Computers or equivalent**

ET215 Electronic Devices I
4 credit hours
Students in this course study solid state devices, including diodes and transistors. Emphasis is placed on linear amplifiers and DC switching applications. Laboratory projects involve constructing, testing and troubleshooting circuits using solid state devices. **Prerequisite: ET145 AC Electronics**

ET245 Electronic Devices II
4 credit hours
Students study integrated circuits such as those used in communications and control systems. The circuits include, but are not limited to, amplifiers, timing circuits, summation amplifiers, active filters and oscillators. Laboratory projects include constructing, testing and troubleshooting circuits containing operational amplifiers. **Prerequisite: ET215 Electronic Devices I**

ET255 Digital Electronics I
4 credit hours
This course is a study of the fundamental concepts of digital electronics. The focus in this course is on combinatorial logic. In lab, students construct, test and troubleshoot digital circuits. **Prerequisite: ET215 Electronic Devices I**

ET275 Electronic Communications Systems I
4 credit hours
In this course, several methods of signal transmission and reception are covered, including such techniques as mixing, modulating and amplifying. **Prerequisites: ET245 Electronic Devices II, ET255 Digital Electronics I, GE192 College Mathematics II or equivalent**

ET285 Digital Electronics II
4 credit hours
This course continues the study of digital electronics. The focus in this course is on sequential logic. In lab, students construct, test and troubleshoot digital circuits. **Prerequisites: ET245 Electronic Devices II, ET255 Digital Electronics I**

ET315 Electronic Communications Systems II
4 credit hours
A continuation of Electronic Communications Systems I, this course emphasizes digital techniques and the transmission and recovery of information. **Prerequisites: ET275 Electronic Communications Systems I, ET285 Digital Electronics II**

ET345 Control Systems
4 credit hours
Students examine the control of systems with programmable units. Applying digital logic to control industrial processes is emphasized. **Prerequisite: ET285 Digital Electronics II**

ET355 Microprocessors
4 credit hours
Students study the architecture, interfacing and programming of a microprocessor, including interfacing the microprocessor with memory and with input and output devices. In lab, students will write, run and debug programs. **Prerequisite: ET285 Digital Electronics II**

ET365 Computer and Electronics Capstone Project
4 credit hours
Final capstone project with fundamental review provides the students with significant design experience and integration of knowledge in electronics and computer gained in previous coursework, as well as a means to practice problem-solving and team work, project management, technical writing, and technical presentation skills. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including ET315 Electronic Communications Systems II or equivalent and ET355 Microprocessors or equivalent**

ET376 C/C++ Programming
4 credit hours
This courses introduces structured and object-oriented programming in C and C++. Student will become familiar with concepts and techniques of problem-solving, fundamental algorithms, and working knowledge of programming. **Prerequisite: ET156 Introduction to C Programming or equivalent**

ET385 Data and Network Commmunications
4 credit hours
This course involves the study of data communication and its application in computer-based network systems, including basic principles of data and computer communications, communication architecture, protocols and standards. **Prerequisite: IT220 Network Standards and Protocols**

ET390 Embedded Systems
4 credit hours
This course covers the fundamentals of embedded systems, with emphasis on effectively programming, interfacing, and implementing a microcontroller. **Prerequisites: ET156 Introduction to C Programming or equivalent, ET355 Microprocessors or equivalent**

ET395 Modern Wireless Communications
4 credit hours
Principles, technology and applications of wireless communications systems are introduced in the course. Topics of study include signal propagation and transmission through the air interface, analog and digital modulation, coding techniques, cellular concepts, personal communications systems and wireless networking. **Prerequisite: ET385 Data and Network Communications**

ET415 Process Control
4 credit hours
This course involves the study of the fundamentals in automatic process control of industrial systems. Areas of instruction include signal conditioning, sensors, and the controllers using analog and digital techniques. **Prerequisite: ET245 Electronic Devices II or equivalent**

ET445 Advanced Circuit Analysis I
4 credit hours
This course of study concentrates on the analysis of analog circuits. Some methods utilized are transient and impulse analysis of circuit response, using such techniques as differential equations, Laplace transforms and computer-aided circuit simulation programs. Laboratory includes applications to support the analysis of analog circuits. **Prerequisites: ET285 Digital Electronics II or equivalent, TM420 Technical Calculus**

ET446 Advanced Circuit Analysis II
4 credit hours
A continuation of transform circuit analysis, including transfer functions and Fourier techniques. Laboratory includes applications to support the analysis of analog circuits. **Prerequisite: ET445 Advanced Circuit Analysis I**

ET455 Digital Communication Systems I
4 credit hours
A study of how digital signals are processed by communications receivers and transmitters, with an emphasis on applying the nature of digital signals to signal formatting, modulation and coding. **Prerequisite: ET315 Electronic Communications Systems II or equivalent; Corequisite: ET446 Advanced Circuit Analysis II**

ET456 Digital Communication Systems II
4 credit hours
A continuation of Digital Communication Systems I, emphasizing more advanced concepts such as multiple access, spread spectrum and synchronization methods. **Prerequisite: ET455 Digital Communication Systems I**

ET475 Electronic Circuit Design I
4 credit hours
This course covers the analysis and design of electronic circuits, and includes a laboratory that utilizes computer-aided software tools for circuit design and simulation. **Prerequisite: ET446 Advanced Circuit Analysis II**

ET476 Electronic Circuit Design II
4 credit hours
This course continues the study of circuit design, and includes a laboratory that focuses on the circuit design aspects of the capstone project. **Prerequisite: ET475 Electronic Circuit Design I; Corequisite: ET485 Capstone Project**

ET485 Capstone Project
4 credit hours
Each student will be assigned to a team of students to complete a communications project approved by the instructor. The project objectives will represent several areas of study from courses in the program and include the use of appropriate project management tasks. **Prerequisites: Completion of a minimum of 164 credits earned in the program of study including ET395 Modern Wireless Communications or equivalent and ET456 Digital Communication Systems II or equivalent**

ET1210 DC-AC Electronics
4.5 credit hours
This course examines properties and operations of electronics systems and circuits. Topics include types of circuits, electromagnetism, frequency, capacitance, transformers and voltage. Students apply electronics laws to solve circuit problems. **Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

ET1215 Basic Electronics
4.5 credit hours
This course studies the fundamental laws and components in basic analog and digital circuits. A laboratory provides practical experience using both physical components and computer-generated simulations. **Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

ET1220 Digital Fundamentals
4.5 credit hours
In this course, students examine the differences between analog and digital signals. Topics include transmission methods, binary data, logic operations, logic circuits, logic symbols, registers and counters. **Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

ET1310 Solid State Devices
4.5 credit hours
In this course, students study a variety of electronic devices, such as semiconductors, diodes, transistors and amplifiers. Bias circuits and methods and switching applications are discussed. Students analyze circuits and troubleshoot a power supply. **Prerequisite: ET1210 DC-AC Electronics or equivalent**

ET1335 Introduction to Electronic Communications Systems
4.5 credit hours
This course introduces fundamental concepts and principles in electronic communications systems. A laboratory provides practical experience using both physical components and computer-generated simulations. **Prerequisite: ET1215 Basic Electronics or equivalent**

ET1410 Integrated Circuits
4.5 credit hours

This course explores principles of operational amplifier circuits (op-amps), AC and DC parameters and applications for power amplifiers, feedback, oscillation and line and load regulation. Students analyze and troubleshoot op-amp circuits. **Prerequisite: ET1310 Solid State Devices or equivalent**

ET2530 Electronic Communications
4.5 credit hours
In this course, students explore topics of electronic communications, such as the electromagnetic frequency spectrum, frequency bands, modulation, digital data, antennas, transmission lines and loads, government services and fiber optics. Exercises include diagramming modern transmitter and receiver components, plotting impedances, and making line and load conversions. **Prerequisites: ET1410 Integrated Circuits or equivalent, ET1220 Digital Fundamentals or equivalent, MA1310 College Mathematics II or equivalent**

ET2560 Introduction to C Programming
4.5 credit hours
This course is designed to help students understand the fundamental concepts and terminology of computer programming and practical skills used in designing, writing and debugging simple computer programs in C. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

ET2640 Microprocessors and Microcontrollers
4.5 credit hours
This course examines the creation, assembly, features, function, programming and product applications of contemporary microprocessors and microcontrollers. Students perform exercises in planning, designing, implementing and debugging functional microcontrollers. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent, ET2560 Introduction to C Programming or equivalent**

ET2750 Programmable Logic Controllers
4.5 credit hours
In this course, students study components, operations, maintenance and troubleshooting of programmable logic controllers (PLC). Topics include I/O addressing, ladder schematics, scan sequence, sensors, actuators, controls, data manipulation methods, timers and counters, sequencers and shift-registers. Students have a PLC project in this course. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent**

ET2799 Electrical Engineering Technology Capstone Project
4.5 credit hours
Final capstone project with fundamental review provides students with a design experience and integration of knowledge in electronics and computers gained in previous coursework, as well as a means to practice problem solving and teamwork, project management, technical writing skills and project presentation skills. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including ET2530 Electronic Communications or equivalent and ET2640 Microprocessors and Microcontrollers or equivalent**

ET3110 Networking and Communications
4.5 credit hours
This course explores concepts of data communications and networking. Topics include basic data communications networks and systems, local area networks, internetworks and the Internet. **Prerequisite: NT1210 Introduction to Networking or equivalent**

ET3150 Automatic Industrial Control
4.5 credit hours
This course examines process control technology. Topics include analog and digital signal conditioning, sensors, final control operation, discrete-state process control, digital control and controllers. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent**

ET3220 Mobile Wireless Technology
4.5 credit hours
This course introduces mobile technology and wireless communications and their practical applications. Topics include wireless communications systems, mobile devices and mobile networking. **Prerequisite: ET3110 Networking and Communications or equivalent**

ET3280 Electrical Machines and Energy Conversion
4.5 credit hours
In this course, students study concepts of basic energy conversion and physical phenomena in electrical machine operation. Topics include magnetic materials and circuits, motors, generators, transformers and induction machines, synchronous machines and alternators. **Prerequisites: ET1210 DC-AC Electronics or equivalent, PH2530 Physics or equivalent or GS2530 Technical Physics or equivalent**

ET3330 Telecommunications Systems and Technology
4.5 credit hours
This course explores concepts and applications of telecommunications systems and technology. Emphasis is on technical aspects of digital communications systems with digital signal processing, transmission, reception, storage and retrieval of information.
Prerequisite: ET2530 Electronic Communications or equivalent

ET3380 Power Electronics
4.5 credit hours
This course introduces principles and applications of power electronics. Topics include electric power conversion, conditioning and control, power devices and switches, switching techniques, rectifiers, converters and inverters, and switching power supplies. **Prerequisites: ET1410 Integrated Circuits or equivalent, ET3280 Electrical Machines and Energy Conversion or equivalent**

ET3430 Fiber Optic Communications
4.5 credit hours
This course explores concepts of fiber optic communication systems. Topics include light sources, optical fibers and their properties, optical amplifiers, optical transmitters and receivers, communications systems and optical networks. **Prerequisite: ET3330 Telecommunications Systems and Technology or equivalent**

ET3480 Power Systems
4.5 credit hours
In this course, students study energy conversion, elements and the structure and operation of electric power systems. Topics include generators, transformers, load flow and power distribution, and the operation and analysis of power systems. **Prerequisite: ET3380 Power Electronics or equivalent**

ET4560 C++ Programming
4.5 credit hours
This course introduces concepts of object oriented programming and provides hands-on exercises in C++ programming. Areas of instruction include primitive data types, control structures, functions, pass-by-value, pass-by-reference, array, pointers, C-strings, recursion, class and objects, file input and output, operator overloading and inheritance. **Prerequisite: ET2560 Introduction to C Programming or equivalent**

ET4580 Green Energy Technology
4.5 credit hours
This course explores concepts and applications of renewable energy technology. Topics include types of renewable energy technology, such as wind energy, solar power, hydro-electric energy, bio-energy, tidal power, wave energy, geothermal energy, ocean thermal power and fuel cells. **Prerequisite: ET3480 Power Systems or equivalent**

ET4640 Embedded Systems
4.5 credit hours
This course examines microcontrollers and their applications in embedded systems. Emphasis is on effective programming, interfacing and implementing a microcontroller. **Prerequisites: ET2560 Introduction to C Programming or equivalent, ET2640 Microprocessors and Microcontrollers or equivalent**

ET4670 Electronic Circuit Analysis and Design I
4.5 credit hours
This course examines analysis and design of analog and digital electronic circuits. Emphasis is on semiconductor devices and basic circuit applications. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent, MA3410 Calculus II or equivalent**

ET4770 Electronic Circuit Analysis and Design II
4.5 credit hours
This course builds upon concepts in Electronic Circuit Analysis and Design I. Focus is on advanced topics in analog electronics and digital electronics circuits. **Prerequisite: ET4670 Electronic Circuit Analysis and Design I or equivalent**

ET4799 Electrical Engineering and Communications Technology Capstone Project
4.5 credit hours
This is a project course in which students solve a technical problem that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required**. Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

FN2640 Fundamentals of Finance
4.5 credit hours
This course examines factors included in financial decision-making, such as return on investment, financial planning, budgeting and the comparison of different corporate investments. It also covers the timing of cash flow and its impact on the desirability of investments. **Prerequisites: MA1210 College Mathematics I or equivalent, AC1420 Financial Accounting or equivalent**

FN3140 Accounting and Finance for Business
4.5 credit hours
In this course, students will analyze the cost structure and timing of cash flows in a business, and use the budget and financial performance of the business as the basis to evaluate the attractiveness of its capital investments.

FN3440 Corporate Finance
4.5 credit hours
This course explores topics in the management of corporate assets. Focus is on the theory and practice of corporate finance, stock and bond valuation, the cost of capital, capitalization mix, internal and external financing, and investment opportunities for excess cash. **Prerequisite: AC1420 Financial Accounting or equivalent**

GC1110 Fundamentals of Design
4.5 credit hours
This course introduces fundamental concepts, processes and skills required for design. Topics include principles of formal, spatial and material relationships, and critical analysis of these relationships and techniques.

GC1220 Fundamentals of Typography
4.5 credit hours
This course focuses on type development, terminology, type specifications, copy fitting, and design and construction skills. Emphasis is on developing presentation formats. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

GC1320 Advanced Photoshop
4.5 credit hours
This course focuses on image manipulation and utilizing existing images to create new and unique compositions in a digital framework. **Prerequisite: GC1220 Fundamentals of Typography or equivalent**

GC1330 3D Modeling Techniques
4.5 credit hours
In this course, students generate graphics and short, animated sequences in a 3D environment. Projects emphasize 3D modeling skills, including data construction, applying attributes and lighting. **Prerequisite: DT1210 Rapid Visualization Techniques or equivalent**

GC1430 Video Production Techniques
4.5 credit hours
This course examines technical skills and creative principles required for video field and post production. Topics include video recording technology, composition, lighting, continuity, sound and editing. Practice in planning, shooting and editing video is provided through hands-on exercises, projects and assignments.

GC1435 Interactive Design with Flash
4.5 credit hours
In this course, students explore tools and concepts of designing interactive software applications. Topics include drawing, image, text, animation, sound and basic actionscripting integration. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

GC2520 Sustainable Graphic Design
4.5 credit hours
This course introduces strategies of sustainable practices for the graphic designer. Topics include green materials and processes, paper reduction strategies, pollution prevention and end of product life. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

GC2530 Animation
4.5 credit hours
This course focuses on principles of form topology, visual design and movement as applied in the creation of simple animated sequence. Students are introduced to methods of integrating lighting, texture mapping, rendering and finer details of motion graphics to create 3D computer animated solutions. **Prerequisite: GC1330 3D Modeling Techniques or equivalent**

GC2620 Digital Prepress and Production Processes
4.5 credit hours
This course involves theory and techniques for pre-press preparation using industry standard software for final file output. Topics include procedures and problems involved in computer file preparation, ranging from trapping, color separations, and resolutions to printing basics and service bureaus. **Prerequisite: GC2520 Sustainable Graphic Design or equivalent**

GC2630 Graphic Design for the Web
4.5 credit hours
This course focuses on methods and techniques of developing a simple to moderately complex Web site. Using standard Web page language, students will create and maintain a simple Web site. **Prerequisites: GC1430 Video Production Techniques or equivalent, GC2520 Sustainable Graphic Design or equivalent**

GC2799 Graphic Communications and Design Capstone Project
4.5 credit hours
This course provides an independent learning experience directed toward the completion of a graphic design project from start to finish. The project requires prior approval by the instructor. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including GC2530 Animation or equivalent and GC2620 Digital Prepress and Production Processes or equivalent**

HR3460 Management of Human Capital
4.5 credit hours
This course focuses on the role of the human resources manager as a strategic member of the management team. Students will review the role of the human resource professional in defining workforce plans, recruiting goals, employee satisfaction programs, pay scales, performance appraisals and ethical processes within the organization**. Prerequisite: MG3250 Trends in Leadership or equivalent**

IS305 Managing Risk in Information Systems
4 credit hours
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will also be discussed. **Prerequisite: IT260 Networking Application Services and Security or equivalent**

IS308 Security Strategies for Web Applications and Social Networking
4 credit hours
This course addresses how the Internet and Web-based applications have transformed the way businesses, organizations, and people communicate. With this transformation came new risks, threats, and vulnerabilities for Web-based applications and the people that use them. This course presents security strategies to mitigate the risk associated with Web applications and social networking. **Prerequisite: IT320 WAN Technology and Application or equivalent**

IS316 Fundamentals of Network Security, Firewalls and VPNs
4 credit hours
This course offers an introduction to Virtual Private Networks (VPNs) and firewalls for securing a network. Various network security related issues are introduced and examined. Different types of VPNs for securing data in an organizational setup are discussed as well as the benefits and architecture of a VPN and how to implement a VPN. Other topics include the utility of firewalls in tackling security problems and the limitations of a firewall. In addition, instruction is also given on how to construct, configure and administer a firewall and the functionality of a firewall. **Prerequisite: IT320 WAN Technology and Application or equivalent**

IS317 Hacker Techniques, Tools and Incident Handling
4 credit hours
This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised. **Prerequisite: IT260 Networking Application Services and Security or equivalent**

IS404 Access Control, Authentication and Public Key Infrastructure (PKI)
4 credit hours
This course introduces the concept of access control to information systems and applications. Access, authentication and accounting for end-users and system administrators will be covered. In addition, security controls for access control including tokens, biometrics and use of public key infrastructures (PKI) will be covered. **Prerequisite: IT260 Networking Application Services and Security or equivalent**

IS411 Security Policies and Implementation Issues
4 credit hours
The course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy and Internet policy. The issues include organizational behavior and crisis management. **Prerequisite: IS305 Managing Risk in Information Systems or equivalent**

IS415 System Forensics Investigation and Response
4 credit hours
This course offers an introduction to system forensics investigation and response. Areas of study include a procedure for investigating computer and cyber crime and concepts for collecting, analyzing, recovering and preserving forensic evidence. **Prerequisites: IS317 Hacker Techniques, Tools and Incident Handling or equivalent, IS421 Legal and Security Issues or equivalent**

IS416 Securing Windows Platforms and Applications
4 credit hours
This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions and tools available for various Windows platforms and applications. **Prerequisite: IT260 Networking Application Services and Security or equivalent**

IS418 Securing Linux Platforms and Applications
4 credit hours
This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods. **Prerequisite: IT302 Linux System Administration or equivalent**

IS421 Legal and Security Issues
4 credit hours
This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce Web site. In addition, this course examines security issues involved in maintaining a Web or intranet/Internet site and potentials for misuse. **Prerequisites: IT260 Networking Application Services and Security or equivalent, IS305 Managing Risk in Information Systems or equivalent**

IS423 Auditing IT Infrastructures for Compliance
4 credit hours
This course covers principles, approaches and methodology in auditing information systems to ensure processes and procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security. **Prerequisite: IS421 Legal and Security Issues or equivalent**

IS427 Information Systems Security Capstone Project
4 credit hours
The Capstone Project serves as a comprehensive assessment on knowledge and skills in the information systems security area. Activities involve research on selected security problems, and the planning, designing and implementing security solutions for a user organization. **Prerequisites or Corerequisites: Completion of a minimum of 164 credits earned in the program of study**

IS3110 Risk Management in Information Technology Security
4.5 credit hours
This course addresses how risk, threats and vulnerabilities impact information systems in the context of risk management. Topics include methods of assessing, analyzing and managing risks, defining an acceptable level of risk for information systems, and identifying elements of a business impact analysis, a business continuity plan and a disaster recovery plan. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3120 Network Communications Infrastructure
4.5 credit hours
This course explores the convergence of computer networking and telecommunications technologies. Capabilities and limitations of converged networking infrastructure are analyzed through voice, data and video applications in relation to performance, management and security challenges. **Prerequisite: NT2799 Network Systems Administration Capstone Project or equivalent**

IS3220 Information Technology Infrastructure Security
4.5 credit hours
This course examines security challenges encountered on backbone networks in an information and communications infrastructure. Topics include methods of tightening infrastructure security, a variety of tools for monitoring and managing infrastructure security and commonly-used technologies, such as firewalls and VPNs. **Prerequisite: IS3120 Network Communications Infrastructure or equivalent**

IS3230 Access Security
4.5 credit hours
This course explores the concept of controling access to information systems and applications. Topics include access, authentication and accounting for end-users and system administrators, and security controls for access control including tokens and public key infrastructures (PKIs). **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3340 Windows Security
4.5 credit hours
This course examines security implementations for a variety of Windows platforms and applications. Areas of study include analysis of the seucrity architecture of Windows systems. Students will identify and examine security risks and apply tools and methods to address security issues in the Windows environment. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3350 Security Issues in Legal Context
4.5 credit hours
This course provides an overview of legal processes involved in implementing and maintaining information systems security. Students will study security violations and breaches in relation to pertinent laws and regulations, and will use case studies to analyze legal impacts of information security issues. **Prerequisites: NT2580 Introduction to Information Security or equivalent, IS3110 Risk Management in Information Technology Security or equivalent**

IS3440 Linux Security
4.5 credit hours
This course examines threats, vulnerabilities and other security issues in Linux operating systems and applications in the Linux environment. Students will practice using different methods, tools and techniques to secure Linux operating systems and applications. **Prerequisite: NT1430 Linux Networking or equivalent**

IS3445 Security for Web Applications and Social Networking
4.5 credit hours
In this course, students will analyze security implications of information exchange on the Internet and via Web-based applications. Topics include methods and techniques to identify and countermeasure risks, threats and vulnerabilities for Web-based applications, and to mitigate risks associated with Web applications and social engineering. **Prerequisite: NT2640 IP Networking or equivalent**

IS4550 Security Policies and Implementation
4.5 credit hours
This course explores security policies that protect and maintain an organization's network and information systems assets. Topics include the effects of organizational culture, behavior and communications styles on generating, enforcing and maitaining security policies. **Prerequisite: IS3110 Risk Management in Information Technology Security or equivalent**

IS4560 Hacking and Countermeasures
4.5 credit hours
This course explores hacking techniques and countermeasures. Topics include network systems penetration tools and techniques for identifying vulnerabilities and security holes in operating systems and software applications. Students will practice ethical hacking procedures to attempt unauthorized access to target systems and data, and incident handling procedures in the case of an information security compromise. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS4670 Cybercrime Forensics
4.5 credit hours
This course explores cybercrime, security threats and legal considerations facing cybersecurity professionals in dealing with the discovery, investigation and prosecution of cybercrimes. Students will study tools used by computer forensic professionals for investigating cybercrimes, and the use of these tools for the collection, examination and preservation of evidence for prosecution. **Prerequisites: IS3350 Security Issues in Legal Context or equivalent, IS4560 Hacking and Countermeasures or equivalent**

IS4680 Security Auditing for Compliance
4.5 credit hours
This course examines principles, approaches and methodology used in auditing information systems security to ensure processes and procedures are in compliance with pertinent laws and regulatory provisions. **Prerequisite: IS3350 Security Issues in Legal Context or equivalent**

IS4799 Information Systems and Cybersecurity Capstone Project
4.5 credit hours
This course serves as a comprehensive assessment of knowledge and skills in information systems and cybersecurity. Activities include research into selected security problems and planning, designing and implementing security solutions for a user organization. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study including IS4670 Cybercrime Forensics or equivalent**

IT104 Introduction to Computer Programming
4 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding convention and procedures will be discussed relevant to the given programming language environment. **Prerequisite: TB143 Introduction to Personal Computers or equivalent**

IT107 Instructional Design
4 credit hours
Students are introduced to the theories and practices of instructional design in relation to the creation of interactive tools for training.

IT109 Microsoft Desktop Operating System
4 credit hours
This course introduces general knowledge and skills required in installation, configuration and management of popular Microsoft operating system(s) for standalone and network client computers. **Prerequisite: TB143 Introduction to Personal Computers or equivalent**

IT113 Structured Cabling
4 credit hours
This course provides the study of industry standards and practices involved in wiring a computer network, including media and protocol specifications, connection topologies, installation, testing and troubleshooting. **Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing**

IT203 Database Development
4 credit hours
This course introduces relational database concepts and the role of databases in both Windows and Web applications. The course introduces basic data modeling and normalization concepts. Extensible Markup Language (XML) is also introduced. **Prerequisite: TB133 Strategies for the Technical Professional or equivalent**

IT212 Broadcast Graphics
4 credit hours
Principles of type design, image manipulation and communication are applied in the creation of models and motion graphics for the broadcast industry. **Prerequisites: IT209 3D Modeling or VC210 Modeling in 3D, IT210 Visual Design Theory or VC100 Introduction to Design**

IT218 Programming in Java I
4 credit hours
Students will be introduced to the essential concepts and programming elements of the Java language. Topics include Internet concepts, basic language concepts (declaring and evaluating data, statements, expressions control flow and input), the development environment, classes and objects and creation of applets. **Prerequisite: IT104 Introduction to Computer Programming or equivalent**

IT219 Programming in Java II
4 credit hours
This course covers the essentials of applet programming (URL, audio, image, test, animation), error handling, debugging, threads and the client/server environment. Creation of application programs through projects is a requirement. **Prerequisites: IT203 Database Development or equivalent, IT218 Programming in Java I or equivalent**

IT220 Network Standards and Protocols
4 credit hours
This course serves as a foundation for students pursuing knowledge and skills in computer networking technologies. Major concepts such as OSI and TCP/IP models, network media specifications and functions, LAN/WAN protocols, topologies and capabilities will be discussed. Industry standards and a brief historical development of major networking technologies will be surveyed in conjunction with basic awareness of software and hardware components used in typical networking and internetworking environments. **Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing**

IT221 Microsoft Network Operating System I
4 credit hours
The current Microsoft networking server operating system will be the focus of this course. Coverage includes installation, configuration and management of a popular Microsoft network server in relation to its clients and to other servers. Aspects of typical Microsoft client-server network administration functions are discussed. **Prerequisite: IT109 Microsoft Desktop Operating System**

IT222 Microsoft Network Operating System II
4 credit hours
This course serves as an extension on Microsoft network server technologies. Issues on infrastructure administration are discussed. Aspects of active directory technologies will be introduced. **Prerequisite: IT221 Microsoft Network Operating System I**

IT250 Linux Operating System
4 credit hours
Installation, configuration and management of a Linux operating system will be explored. Focus will be on functions that resemble the UNIX environment. Directory and file management, user account management and certain device management (such as drives, printers, interface cards, etc.) will be discussed. **Prerequisite: TB143 Introduction to Personal Computers or equivalent**

IT255 Introduction to Information Systems Security
4 credit hours
This course provides an overview of security challenges and strategies of counter measures in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity and confidentiality aspects of information systems**. Prerequisites: IT220 Network Standard and Protocols, IT221 Microsoft Network Operating System I, IT250 Linux Operating System**

IT260 Networking Application Services and Security
4 credit hours
This course explores common network-based services such as Web services, email and FTP in a given server operating systems environment. Related security issues will also be discussed. **Prerequisite: IT222 Microsoft Network Operating System II**

IT302 Linux System Administration
4 credit hours
This course covers intermediate to advanced system and network administrative tasks and related skills required by a Linux based network. Functional areas include the setup, configuration, maintenance, security and troubleshooting of Linux servers and related services in a complex network environment. Tools and scripting skills associated with these areas will also be discussed. **Prerequisite: IT250 Linux Operating System**

IT320 WAN Technology and Application
4 credit hours
This course discusses typical Wide Area Network (WAN) technologies along with survey on existing services and applications. Introductory router configuration skills will be included. **Prerequisite: IT220 Network Standards and Protocols**

IT321 Network Technology and Service Integration
4 credit hours
Discussions on areas where computer networking and telecommunication technologies converge in today's networking and internetworking industry. Concepts and case studies of how voice, data and video can be integrated on to one network will be discussed. Extended coverage on router configuration will be included. **Prerequisite: IT320 WAN Technology and Application**

IT331 Network Development Capstone Project
4 credit hours
Network design and implementation project to be jointly agreed upon by the student and the faculty member. The project includes major process of product lifecycle such as data gathering and analysis, needs assessment, planning, designing, testing, implementation, documentation, etc., in addition to actually building a simulated network using existing equipment. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including IT260 Networking Application Services and Security or equivalent and IT320 WAN Technology and Application or equivalent**

LE1430 Fundamentals of Criminal Law
4.5 credits hours
This course is an overview of criminal law, criminal procedures and crimes against person, property or public order. Students also explore the distinction between criminal law and civil law. **Prerequisite: PL1110 Introduction to Paralegal or equivalent or CJ1110 Introduction to Criminal Justice or equivalent; Prerequisites or Corequisites: EN1420 Composition II or equivalent, PS1350 American Government or equivalent**

LE2630 Fundamentals of Constitutional Law
4.5 credits hours
This course is an overview of the basic concepts of constitutional law, including judicial review, separation of powers, the powers of the President and Congress and federalism. Students explore individual rights and liberties, including the right to privacy and the rights of criminal defendants. **Prerequisite: LE1430 Fundamentals of Criminal Law or equivalent**

MC1260 Introduction to Mobile Communications Technology
4.5 credit hours
This is an introductory course on mobile communications technology. Topics include, but are not limited to, mobile telephony, devices, systems, technologies, alternative mobile voice and data networks, applications, market and services, standards and regulations, the evolution and the future of mobile communications technology. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

MC2560 Mobile Wireless Communications I
4.5 credit hours
This course covers fundamental technologies of mobile information systems and wireless communications. Topics of study include, but are not limited to, characteristics of the mobile radio environment – propagation phenomena, cellular concept and channel allocation, dynamic channel allocation and power control, multiple access techniques: FDMA, TDMA, CDMA – system capacity comparisons. **Prerequisites: MC1260 Introduction to Mobile Communications Technology or equivalent, NT2640 IP Networking or equivalent**

MC2660 Mobile Wireless Communications II
4.5 credit hours
This course involves the study of mobile information systems and wireless communications technology. Topics of study include, but are not limited to, coding for error detection and correction, second-generation, digital, wireless systems, performance analysis, admission control and handoffs, 2.5G and 3G packet-switched wireless systems, access and scheduling techniques in cellular systems, and wireless LAN and personal-area networks. **Prerequisite: MC2560 Mobile Wireless Communications I or equivalent**

MC2665 Mobile Communications Devices
4.5 credit hours
In this course, students study mobile communication devices (such as terminals, phones, etc.) from both hardware and software aspects. Topics of study include, but are not limited to, the evolution of mobile communication devices, mobile computers, personal digital assistant/enterprise digital assistant, graphic calculator, handheld game consoles, digital camera and camcorder, portable media player, e-book reader, mobile phone, pager, personal navigation devices (PNDs). **Prerequisite: MC2560 Mobile Wireless Communications I or equivalent**

MC2799 Mobile Communications Technology Capstone Project
4.5 credit hours
Final capstone project provides the students with significant design experience and integration of knowledge in mobile communications technology gained in previous coursework, as well as a means to practice problem-solving and team work, project management, technical writing, and technical presentation skills. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including ET1335 Introduction to Electronic Communications Systems or equivalent, MC2665 Mobile Communication Devices or equivalent, MC2660 Mobile Wireless Communications II or equivalent**

MG1350 Fundamentals of Supervision
4.5 credit hours
This course is an overview of the role of supervision in business. Students examine the challenges of motivation, communication, health and safety issues, collective bargaining and ethical conduct in the workplace. **Prerequisite: BU1110 Introduction to Business or equivalent**

MG2650 Fundamentals of Management
4.5 credit hours
This course explores the concept that supervision and management are related, but involve different styles. It reviews where management fits in the organization chart and how managers motivate employees for best organizational results. Concentration is on management's responsibility to bring value to shareholders through the execution of traditional management functions. **Prerequisite: MG1350 Fundamentals of Supervision or equivalent**

MG3250 Trends in Leadership
4.5 credit hours
This course presents a variety of topics in leadership, including leadership theory, leadership framework, leadership styles, and trends and challenges in leadership. **Prerequisite: MG2650 Fundamentals of Management or equivalent**

MG4550 Management of Business Teams
4.5 credit hours
This course examines methods used to manage business teams in which all participants may not be at the same location. Emphasis is on managing both internal and external teams, empowering team members, cooperation and competition, and problem solving techniques. **Prerequisite: MG3250 Trends in Leadership or equivalent**

MG4650 Team Leadership
4.5 credit hours
In this course, through case studies, scenarios and simulations, students will study leadership perspectives as applicable to the role of team manager. Topics include methods to motivate team performance, managing a project team and evaluating team success. **Prerequisite: MG3250 Trends in Leadership or equivalent or PM4530 Management of Global Projects or equivalent**

MK2530 Fundamentals of Marketing
4.5 credit hours
This course provides an overview of elements of a marketing plan, market segmentation, product and service mix and global competitive forces. The culminating project includes the completion of a marketing plan for a new product or service. **Prerequisite: BU1110 Introduction to Business or equivalent**

NT1110 Computer Structure and Logic
4.5 credit hours
Organization of a computer is examined in a given popular operating systems environment. Terminology and underlying principles related to the major computer functions will be discussed in the context of hardware and software environments.

NT1210 Introduction to Networking
4.5 credit hours
This course serves as a foundation for students pursuing knowledge and skills in computer networking technologies. Major concepts such as OSI and TCP/IP models, LAN/WAN protocols, network devices and their functions, topologies and capabilities will be discussed. Industry standards and a brief historical development of major networking technologies will be surveyed in conjunction with basic awareness of software and hardware components used in typical networking and internetworking environments. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

NT1230 Client-Server Networking I
4.5 credit hours
This course introduces operating principles for the client-server based networking systems. Students will examine processes and procedures involving the installation, configuration, maintanence, troublshooting and routine adminstrative tasks of popular desktop operating system(s) for standalone and network client computers, and related aspects of typical network server functions. **Prerequisite or Corequisite: NT1210 Introduction to Networking or equivalent**

NT1310 Physical Networking
4.5 credit hours
This course examines industry standards and practices involving the physical components of networking technologies (such as wiring standards and practices, various media and interconnection components), networking devices and their specifications and functions. Students will practice designing physical network solutions based on appropriate capacity planning and implementing various installation, testing and troubleshooting techniques for a computer network. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT1330 Client-Server Networking II
4.5 credit hours
The typical network server operating system and its functions are the focus of this course. Areas of study include installation, configuration, maintanence and routine administrative tasks of the network services provided by the server in relation to its clients and other servers. **Prerequisite: NT1230 Client-Server Networking I or equivalent**

NT1430 Linux Networking
4.5 credit hours
This course covers system and network administrative tasks associated to Linux-based components on a network. Routine tasks in installation, configuration, maintenance, and troubleshooting of Linux workstations and servers will be discussed with emphasis on the network services provided by open source solutions. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT2580 Introduction to Information Security
4.5 credit hours
This course provides an overview of security challenges and strategies of counter measures in the information systems environment. Topics include definitions of terms, concepts, elements and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity and confidentiality aspects of information systems. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

NT2640 IP Networking
4.5 credit hours
This course covers network design and implementation by applying the TCP/IP protocols to provide connectivity and associated services. Planning and deployment of network addressing structure as well as router and switch configurations will be included. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT2670 Email and Web Services
4.5 credit hours
This course explores common network-based services such as Web services, email and FTP in a given server operating systems environment. Related security issues will also be studied. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

NT2799 Network Systems Administration Capstone Project
4.5 credit hours
This course provides an opportunity for students to work on a comprehensive project that includes the design, planning and implementation of a network solution for solving specific business problems. Common project management processes are applied to identify deliverables and outcomes of the project. **Prerequisites: Completion of a minimum of 72 credits earned in the program of study including NT2640 IP Networking or equivalent**

PL101 Introduction to Paralegal Studies
4 credit hours
This course introduces students to the American legal system, the role of courts, lawyers and the roles and responsibilities of the paralegal/legal assistant. This course reviews legal terms and office procedures and practice.

PL102 Ethics for Paralegals
4 credit hours
This course provides a foundation of legal and ethics necessary for the paralegal/legal assistant to properly deal with the public, clients, and professionals in any type of legal setting. It reviews ethical considerations and responsibilities regulating the paralegal/legal assistant. **Prerequisite: PL101 Introduction to Paralegal Studies**

PL103 Technology in the Law Office
4 credit hours
This course introduces students to computer technology and applications commonly used in law offices. Students will receive hands-on instruction with emphasis on software common to paralegal/legal assistant. **Prerequisites: PL101 Introduction to Paralegal Studies, TB150 Computing and Productivity Software**

PL104 Wills, Trusts, and Estates
4 credit hours
This course will introduce students to the preparation and handling of wills, trusts, and estates. It will cover the responsibilities and duties in the field of estate administration that can be performed by a paralegal, emphasizing the drafting of estate planning documents, such as wills and trusts. Probate proceedings are also covered, including the preparation of probate court pleadings, collection and valuation of assets, review of claims, distribution of assets among beneficiaries and accounting. **Prerequisite: PL103 Technology in the Law Office**

PL105 Real Estate Law
4 credit hours
This course covers the legal concepts and specialized terminology related to real property law, title examination, title insurance, and transfer of interests in real property. Students review title examination and title searches, as well as the procedures and documents used in real estate closings. **Prerequisite: PL103 Technology in the Law Office**

PL106 Legal Research and Writing I
4 credit hours
This course introduces how to use a law library and online resources to find statues, precedents, and other relevant legal authority and how to cite them. Basic principles of legal analysis are covered. Correct and effective written communication through letters, legal memoranda, briefs, and other documents is emphasized. **Prerequisites: GE217 Composition II, PL103 Technology in the Law Office**

PL201 Family Law
4 credit hours
Students study prenuptial agreements, marriage, adoption, annulment, dissolution of marriage and legal separation, alimony, property settlement, child custody and support, and paternity actions. This course will focus on practical aspects such as investigation, preparation of pleadings and other documents, court procedures, settlement agreements, and post decree modifications. **Prerequisite: PL103 Technology in the Law Office**

PL202 Civil Litigation
4 credit hours
This course introduces the structure and operation of civil courts as well as the paralegal's role in gathering and organizing factual information with emphasis on the discovery process and document drafting. **Prerequisite: PL103 Technology in the Law Office**

PL206 Legal Research and Writing II
4 credit hours
This course continues to study legal research and writing and will emphasize the development and ability to capably analyze, interpret and communicate facts, ideas, and law through comprehension of legal research techniques. **Prerequisite: PL106 Legal Research and Writing I**

PL207 Contract Law
4 credit hours
This course reviews the basic theory of contract law and how to draft simple contracts. This course covers the fundamentals of contract law, specifically contractual elements and standard contractual provisions, contract provisions in selected specialized practice areas, the Statue of Fraud, and the Uniform Commercial Code. **Prerequisite: PL103 Technology in the Law Office**

PL208 Tort Law
4 credit hours
This course introduces civil tort liability, negligence, strict liability, and product liability, focusing on the role of the paralegal in the role of the paralegal in personal injury litigation. **Prerequisite: PL103 Technology in the Law Office**

PL270 Paralegal Externship
4 credit hours
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or agency or other suitable location for 120 hours. **Prerequisites: Completion of a minimum of 72 credits earned in the program of study and approval of the School of Criminal Justice Chair**

PL299 Paralegal Capstone
4 credit hours
This course provides a culminating experience in the Paralegal program. Students are given the opportunity to demonstrate competency and knowledge they have learned throughout the program. **Prerequisites: Completion of a minimum of 80 credits earned in the program of study including PL206 Legal Research and Writing II or equivalent**

PL1110 Introduction to Paralegal
4.5 credit hours
This course provides an overview of the paralegal's role in the legal services industry, including an introduction to client interaction, case preparation, legal research, courtroom assistance and related ethical considerations. The structure of the American legal system and its processes are examined.

PL1240 Research and Writing for the Paralegal I
4.5 credit hours
This course introduces students to the process of legal research, and explores basic skills and techniques necessary to create effective written legal documents. Study includes focus on ethical considerations in conducting legal research. **Prerequisite: PL1110 Introduction to Paralegal or equivalent**

PL1250 Law Office Technology
4.5 credit hours
This course introduces students to software applications used in law offices. Students create documents, spreadsheets and electronic presentations for trial. Students work with database and case management software, and study the ethical implications of electronic discovery. **Prerequisites: PL1110 Introduction to Paralegal or equivalent, GS1145 Strategies for the Technical Professional or equivalent**

PL1310 Introduction to Civil Litigation
4.5 credit hours
This course introduces students to the litigation process in civil courts. Students prepare for client interviews, gather and assemble case facts, and create various civil trial and appellate documents. Students examine ethical issues related to civil litigation. **Prerequisite: PL1240 Research and Writing for the Paralegal I or equivalent**

PL1340 Research and Writing for the Paralegal II
4.5 credit hours
Building on principles of legal research and writing, this course expands the research process to include analysis and validation of case law. Students write a case brief, an internal memorandum of law and other legal documents. **Prerequisite: PL1240 Research and Writing for the Paralegal I or equivalent**

PL1410 Fundamentals of Tort Law
4.5 credit hours
This course is an overview of fundamentals of tort law. Students explore liability and compensation concerns related to civil wrongdoing. Students apply principles of intentional torts, negligence and strict liability to a variety of elements of torts. Students also study ethics and personal responsibility. **Prerequisite: PL1310 Introduction to Civil Litigation or equivalent**

PL2520 Fundamentals of Family Law
4.5 credit hours
This course is an overview of fundamentals of family law, including prenuptial agreements, marriage, adoption, separation, divorce, property division, spousal support, child custody and support, visitation and paternity actions. Students focus on procedures and legal documents related to family law. **Prerequisite: PL1310 Introduction to Civil Litigation or equivalent**

PL2525 Fundamentals of Contract Law
4.5 credit hours
This course is an overview of fundamentals of contract law, including contractual elements and standard contractual provisions, contract provisions in selected practice areas, the Statute of Frauds and the Uniform Commercial Code. Students draft simple contracts and study the ethics of contractual relationships. **Prerequisite: PL1310 Introduction to Civil Litigation or equivalent**

PL2610 Fundamentals of Real Estate Law
4.5 credit hours
This course is an overview of fundamentals of real property law, including titles and procedures related to title searches and insurance, deeds, leases, mortgages, property closings and recording of documents. Students produce various legal documents related to real estate. **Prerequisite: PL1310 Introduction to Civil Litigation or equivalent**

PL2615 Fundamentals of Wills, Trusts and Estates
4.5 credit hours
This course is an overview of fundamentals of wills, trusts and estates, and focuses on the paralegal's role in the planning, creating and administration of related legal documents and probate proceedings. Students examine ethical issues related to wills, trusts and estates. **Prerequisite: PL1310 Introduction to Civil Litigation or equivalent**

PL2699 Paralegal Externship
4.5 credit hours
This course provides students with an opportunity to apply knowledge, skills and abilities acquired in the Paralegal program in a real world experience for 135 hours. **Prerequisite: Completion of a minimum of 67 credits earned in the program of study**

PL2799 Paralegal Capstone Project
4.5 credit hours
This course provides a culminating experience in the Paralegal program. Students are given the opportunity to demonstrate competency and knowledge they have developed throughout the program. **Prerequisites: Completion of a minimum of 81 credits earned in the program of study including PL1310 Introduction to Civil Litigation or equivalent**

PM331 Overview of Digital Technology
4 credit hours
This course emphasizes the use of digital technology to develop distinct competitive advantage in relations with competitors, customers and suppliers with respect to products and services and related projects. It examines the impact of technology on the global business community and business processes.

PM332 Project Management Techniques
4 credit hours
This course builds on Introduction to Project Management by introducing software that will be used throughout the program. Using a step-by-step approach, students are introduced to the skills and techniques used to initiate, plan, schedule, execute, monitor and close a project. **Prerequisite: EC311 Introduction to Project Management or equivalent**

PM333 Project Communication and Documentation
4 credit hours
In this course students examine techniques for effective and efficient documentation throughout the different project phases including initiation, planning, execution, and closing a project. The course will also present appropriate techniques to communicate to the different stakeholders. **Prerequisites: GE217 Composition II or equivalent, EC311 Introduction to Project Management or equivalent; Prerequisite or Corequisite: PM332 Project Management Techniques or equivalent**

PM341 Project Cost and Budget Management
4 credit hours
This course provides the theory and techniques related to project cost management including the processes of cost estimating, budgeting resources, monitoring and controlling. Students will apply techniques provided in Project Management Techniques to facilitate scheduling, estimate tracking and control a project to meet the schedule and budget requirements. **Prerequisites: GE127 College Mathematics I or equivalent, PM332 Project Management Techniques or equivalent**

PM342 Project Procurement and Contract Management
4 credit hours
This course examines project contracts and procurement processes and explores the stages of contracting and procurement in the project environment. The course will include skills and techniques designed to develop a procurement plan, contract statement of work, contract evaluation criteria, request for proposals, project management plans. The course also includes the processes of contract administration and closure. **Prerequisite: PM333 Project Communication and Documentation or equivalent**

PM351 Project Human Resource Management
4 credit hours
The purpose of this course is to provide the students with the processes and techniques required to make the most effective use of the people involved in a project. The course includes the development of a staffing management plan, acquiring and training the project team and monitoring the team performance. **Prerequisite: PM332 Project Management Techniques or equivalent**

PM352 Project Quality Management
4 credit hours
This course explores project quality management and how it relates to both the processes and people of the project. The students will examine basic quality concepts and explore the sub-processes of quality management including quality planning, quality assurance and quality control. **Prerequisites: EG381 Statistics or equivalent, or PM332 Project Management Techniques or equivalent**

PM453 Project Risk Management
4 credit hours
This course examines identifying, analyzing and responding to project risk. It will address techniques to anticipate, prevent and alleviate major project risks. **Prerequisites: PM341 Project Cost and Budget Management or equivalent, EC421 E-Commerce Legal and Security Issues or PM342 Project Procurement and Contract Management or equivalent, PM352 Project Quality Management or equivalent**

PM454 Leadership and Project Team Management
4 credit hours
This course covers skills required to successfully lead a project team. It includes desirable project manager characteristics, skills and styles as well as techniques project managers can use to motivate project teams. In addition the course covers managing differences, team facilitation, decision-making techniques and communication with the stakeholders. **Prerequisite: PM351 Project Human Resource Management or equivalent**

PM462 Managing Project Virtual Teams
4 credit hours
This course provides an introduction to the integration of the project processes needed in developing and managing projects in a digital environment. Emphasis is on impact of cultural differences in managing a project virtual team. **Prerequisites: EC321 Introduction to E-Commerce or PM331 Overview of Digital Technology or equivalent, PM333 Project Communication and Documentation or equivalent, PM351 Project Human Resource Management or equivalent**

PM468 Project Management Integration I (Capstone Project)
4 credit hours
Using the skills and knowledge from the program Project Management Integration I is the first of a two-course series focused on the integration of the processes of the project management cycle. Through the use of case or problem analysis students integrate the principles from previous courses. Students will also initiate and plan their capstone project. **Prerequisite: PM453 Project Risk Management or equivalent**

PM469 Project Management Integration II (Capstone Project)
4 credit hours
This course is the second in a two-course series focused on the complete project management cycle. Students will execute, monitor and close their capstone project. The outcome of the course will require a demonstration of the knowledge and skills acquired through the earlier courses. **Prerequisite or Corequisite: All required program courses**

PM3110 Introduction to Project Management
4.5 credit hours
This course explores the discipline of project management. Topics include characteristics and phases of a project, the project life cycle, project process groups, project knowledge areas and project standards. Students will compare project management to program management.

PM3140 Systems Analysis
4.5 credit hours
This course explores information systems infrastructure at an enterprise level. Topics include identifying business requirements for information systems solutions, evaluating effectiveness of IT processes, design, analysis and implementation issues in information systems, and infrastructure capacity and capability. **Prerequisite: NT2799 Network Systems Administration Capstone Project or equivalent**

PM3150 Construction Techniques
4.5 credit hours
This course examines building techniques and construction materials. Topics include basic materials and installation methods for construction, site-work, concrete, masonry, metals, curtain-walls and finishes.

PM3220 Project Communication and Documentation
4.5 credit hours
This course explores a variety of project documents, project communications and the management of multiple projects within the same time period. Students will prepare and analyze primary project documents, such as project management plans, requirements documents and baselines, and will study different forms of project communications. **Prerequisite: PM3110 Introduction to Project Management or equivalent**

PM3225 Project Management Tools and Techniques
4.5 credit hours
This course introduces tools and techniques used in project management. Topics include defining project scope, identifying and tracking project risks, and evaluating, controlling and closing a project. Project management software is used to develop an integrated project plan and create a project work breakdown structure and schedule. **Prerequisite: PM3110 Introduction to Project Management or equivalent**

PM3320 Project Cost and Budget Management
4.5 credit hours
This course examines the importance of cost management in executing a project plan and incorporates the elements of mid-course changes and cash flow management. Topics include cost estimation, creating a realistic baseline, evaluating project performance and presenting project benefits to the customer. **Prerequisites: FN3140 Accounting and Finance for Business or equivalent, PM3110 Introduction to Project Management or equivalent**

PM3325 Project Quality Management
4.5 credit hours
This course provides an applied review of quality principles related to projects. Topics include problem solving tools, such as flow charts, checklists, cause and effect diagrams, and audit techniques to assess compliance with company-documented processes. **Prerequisites: MA3110 Statistics or equivalent, PM3225 Project Management Tools and Techniques or equivalent**

PM3420 Procurement and Contract Management
4.5 credit hours
This course examines the preparation and analysis of a project procurement plan, following guidelines described in the PMBOK® Guide. Topics include logistics, ethics, closure and administration of the procurement process, including required documentation. **Prerequisite: PM3225 Project Management Tools and Techniques or equivalent**

PM3440 Project Management for Information Technology
4.5 credit hours
This course examines the characteristics of IT-specific projects. Students will study a variety of approaches to managing IT projects. **Prerequisite: PM3140 Systems Analysis or equivalent**

PM3450 Building Codes
4.5 credit hours
This course explores structural, mechanical, electrical and plumbing building codes. Topics include references to organizations responsible for developing building codes and zoning ordinances, and the role of inspections in ensuring compliance with building codes**. Prerequisite: PM3150 Construction Techniques or equivalent**

PM4530 Management of Global Projects
4.5 credit hours
This course explores the management of multi-cultural, multi-national projects. Topics include leading virtual meetings and building trust and cooperation among teams that have different work standards. **Prerequisite: PM3225 Project Management Tools and Techniques or equivalent**

PM4540 Managing Software Development Projects
4.5 credit hours
This course explores basic principles of software development project management. Students will study a variety of software development methods and models. Focus is on application of the software development lifecycle (SDLC) to project planning and management. **Prerequisite: PM3440 Project Management for Information Technology or equivalent**

PM4550 Construction Cost Estimating
4.5 credit hours
In this course, students study the estimation of direct and indirect construction project costs, such as labor, material and equipment. Topics include overhead and profit, bidding and computer-based estimating. **Prerequisite: PM3150 Construction Techniques or equivalent**

PM4620 Project Risk Management
4.5 credit hours
This course examines the process of assessing and managing risk in a project. Topics include developing a project risk management plan, identifying and documenting risk in a project, performing qualitative and quantitative risk analyses, planning risk responses and applying PMBOK® and PMI® standards to a project. **Prerequisites: MA3110 Statistics or equivalent, PM3225 Project Management Tools and Techniques or equivalent**

PM4650 Construction Project Scheduling
4.5 credit hours
This course examines the planning and scheduling of construction projects. Topics include time schedules for materials, labor and equipment, and the use of communication tools in construction project planning**. Prerequisite: PM3150 Construction Techniques or equivalent**

PM4795 Project Management and Administration – Information Technology Option Capstone Project
4.5 credit hours
This is a project course in which students plan and complete a project that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document, presentation and formal project close-out are required. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study including PM4540 Managing Software Development Projects or equivalent**

PM4797 Project Management and Administration – Construction Option Capstone Project
4.5 credit hours
This is a project course in which students plan and complete a project that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document, presentation and formal project close-out are required**. Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

PM4799 Project Management and Administration Capstone Project
4.5 credit hours
This is a project course in which students plan and complete a project that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document, presentation and formal project close-out are required. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

PT1420 Introduction to Programming
4.5 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding convention and procedures will be discussed relevant to the given programming language environment. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

PT2520 Database Concepts
4.5 credit hours
This course introduces the basic concepts in databases and their applications. Topics include database history, structure, objects, relational database management systems (RDBMS) and introductory Structured Query Language (SQL). **Prerequisite: PT1420 Introduction to Programming or equivalent**

TM380 Advanced Topics in Technical Mathematics
4 credit hours
A study of math topics relevant to advanced technical applications. A laboratory is included involving the use of a math graphing utility. **Prerequisites: College algebra and trigonometry**

TM420 Technical Calculus
4 credit hours
A continuation of Introductory Calculus, this course includes the study of partial derivatives, double integrals, infinite series, introductory ordinary differential equations and Laplace transforms, plus technical applications. **Prerequisite: EG360 Introductory Calculus or equivalent**

VC100 Introduction to Design
4 credit hours
The fundamental principles of design and color through creative problem solving exercises are covered in this course. Elements of two dimensional form, Gestalt principles, the working relationship between perceptual design principles and communication concepts in the graphic design context will be examined.

VC210 Modeling in 3D
4 credit hours
Students explore principles of 3-dimensioning and apply them in the creation of 3D computer representations using appropriate modeling software. Emphasis will be placed on creation of accurate models rendered with color, shading, texture mapping and lighting to simulate effects of materials, finishes and surface graphics. **Prerequisite: CD140 Rapid Visualization**

Technical Basic Courses

TB133 Strategies for the Technical Professional
4 credit hours
The course reviews characteristics and trends of the global information society, including basic information processing, Internet research, other skills used by the technical professional and techniques that can be used for independent technical learning.

TB143 Introduction to Personal Computers
4 credit hours
Organization of a typical Personal Computer (PC) is examined in a given popular operating systems environment. Terminology and concepts related to major PC hardware components and their functions will be discussed consistent with industry standards and practices.

TB145 Introduction to Computing
4 credit hours
The course offers an overview of the computing field and computer technology trends with emphasis on terminology and concepts related to PC hardware and software components and their functions from a hands-on approach. Entry-level hands-on skills as well as theory in handling PC hardware will be taught.

TB150 Computing and Productivity Software
4 credit hours
The course covers the fundamentals of computing and the use of computers in communications and networks. Emphasis is placed on the use of computer technology, Internet and the World Wide Web in enterprise computing and working environments. The course will also focus on using productivity software and hands-on applications to problem solving in business and other working environments.

TB184 Problem Solving
4 credit hours
This course introduces students to problem solving techniques and helps them apply the tools of critical reading, analytical thinking and mathematics to help solve problems in practical applications.

TB332 Professional Procedures and Portfolio Development
4 credit hours
Students are required to plan and compile their projects in the form of a portfolio. Instruction on interviewing procedures and writing business communications is also included in this course. **Prerequisite: Students must have completed 72 quarter credit hours prior to taking this course**

General Studies Courses

GS1140 Problem Solving Theory
4.5 credit hours
This course introduces students to fundamental principles, strategies and methods of problem solving theory.

GS1145 Strategies for the Technical Professional
4.5 credit hours
This course reviews characteristic and trends of the global information society including basic information processing, Internet research, other skills used by the technical professionals and techniques that can be used for independent technical learning.

ONLINE COURSE INFORMATION

Online Courses - Any or all of the courses in a program that are marked with a "+" in the program outline for that program in the Curricula section of this catalog may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

Distance education courses are delivered online over the Internet through an asynchronous learning network. There is a prescribed schedule for completion for each of these courses. Support materials for each distance education course are sent to the student. These materials may include course syllabus, textbook, CD-ROM and other printed documents required for the distance education course.

Students are assigned a cohort group for each distance education course. Online interaction within their assigned group and with the instructor is through discussion board and e-mail systems.

Online Student Preparation - Prior to starting any of the distance education courses taught online over the Internet in any program, the student is required to complete the online student preparation, which describes the protocols that the student must follow when taking a distance education course online over the Internet.

Student Equipment - The student is responsible, at his or her expense, for providing all supplies and equipment for the student's use in the distance education courses in any program that is taught online over the Internet. The student equipment includes, without limitation, a computer (and the associated accessories and peripheral equipment, including without limitation, a monitor, keyboard and printer), software, Internet service and e-mail account ("Student Equipment"). In order to assist students whose access to their Student Equipment is disrupted, the school will, from time to time in its discretion, make available certain computers, associated peripheral equipment and Internet access at the school for use by those students.

Computer, Software Requirements and Specifications and Internet Service - The computer (and the associated accessories and peripheral equipment), software and Internet service included in the Student Equipment must satisfy the following specifications:

Minimum Requirements for Computer: Intel ®Core™ 2 Duo or AMD Phenom™ II or equivalent PC-compatible (Macintosh or UNIX-based machines are not supported), 1.8 GHz processor speed (or greater), 2GB RAM (4GB preferred), DVD±R optical media drive, 40GB free space (60GB preferred) on master hard drive (additional free space may be required during installation), 1280x1024 display resolution, 16-bit color qualified hardware accelerated Open GL 3.1 (or greater) video card supporting DX10 (shader 4.0), 256MB video memory, stereo sound card, sound output device (internal or external speakers, or headset), sound input device (microphone) (combination headset with microphone recommended), available USB 2.0 port.

Minimum Requirements for Software: Microsoft Windows 7 (or higher), Microsoft Internet Explorer 7.0 (or higher), Microsoft Office Professional 2007 (or higher), and functional e-mail address with file attachment capabilities. The student will be required to obtain any software tools, plug-ins and/or applications identified in the course syllabus for any course in the program of study.

Minimum Requirements for Internet Service: Broadband connection such as cable or DSL.

The student is obligated for any expense associated with obtaining access to the above specified computer equipment, software, Internet service and e-mail account.

COURSE NUMBERING SYSTEM

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses may be designated with a three digit or four digit numerical code. The first digit indicates the course level. Courses designated with a first digit of one or two are lower division courses. Courses designated with a first digit of three or four are upper division courses. Some courses designated with a first digit of three may be required during the latter quarters of an associate degree program. Refer to the Program Outline for a listing of any required associate degree courses designated with a first digit of three.

CREDIT HOUR

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation each week during the program course. The learning that actually occurs may vary depending on the instructor's delivery method and style, the student's background, demonstrated effort and capability, and the size and composition of the class, notwithstanding the amount of time spent on class activities and student preparation each week during the program course.

Residence Courses: In all courses, other than those taken through directed independent study, a quarter credit hour represents: (a) at least 10 clock hours of classroom activities and at least 10 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship or practicum or clinical component. A clock hour is 50 minutes.

Online Courses: A quarter credit hour represents at least 10 clock hours of distance education instruction taught online over the Internet and at least 10 clock hours of outside preparation. A clock hour is 50 minutes.

CURRICULUM

The school may, at any time in its discretion, (a) vary the offering and/or sequence of courses in any program of study, (b) revise the curriculum content of any program of study or any course in any program of study, and (c) change the number of credit hours in any program of study or any course in any program of study. Information on any plans that the school has for improving the curricula can be obtained from the Dean.

PROGRAMS AND COURSES OFFERED

The school offers only those specific programs of study and courses within those specific programs of study that are expressly discussed in the Curricula section of this catalog. Other ITT Technical Institutes offer only those specific programs of study and courses within those specific programs of study that are specified in their respective current catalogs. The school does not make any representation or promise whatsoever regarding any program of study or course within any program of study that the school or any other ITT Technical Institute may offer in the future.

All of the courses in every program of study are not offered every academic quarter. New classes in every program of study do not begin every academic quarter. Course offerings and new classes in programs of study are dependent on a variety of factors, including student interest and faculty availability, among others. The school will, in its discretion, determine which courses will be offered each academic quarter and which programs of study will begin new classes each academic quarter. The school does not make any representation or promise whatsoever that any course will be offered by the school in any academic quarter or that a new class in any program of study will begin in any academic quarter. As a result, a student may not be able to take all of the courses that he or she desires to take in any academic quarter or begin a program of study in any academic quarter, which may affect the amount of time it takes the student to graduate from a particular program of study.

Textbook information for each of the offered courses is available on the ITT Technical Institute website at www.itt-tech.edu/textbooks/.

HOMEWORK

Each course included in a program of study will entail varying amounts of homework and outside class preparation depending on the course, faculty member and the student's progress in the course.

DIRECTED INDEPENDENT STUDY

A situation may arise that prevents a student from taking a program course in its regular format during a particular quarter. If this situation occurs, the school may, in its discretion, permit the student to take the program course through directed independent study ("DIS"). In order to take a program course through DIS, the student must request permission in writing from the Dean to take the program course through DIS. If the school grants the student permission to take the program course through DIS, the student must agree in writing to a syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates and examination dates for that course. A student who takes any program course through DIS will be required to meet with the assigned faculty member for that course at least once per week during the quarter for at least 50 minutes each meeting to review the student's progress in the course and for the student to submit required assignments, make any scheduled presentations and take scheduled exams. The student should expect to be assigned a significant amount of laboratory activity with respect to any program course taken through DIS that includes a laboratory component.

A student may not seek permission to take a program course through DIS:

(a) until the student has successfully completed program courses worth at least 36 quarter credit hours at the school or at any other ITT Technical Institute;
(b) unless the student has an overall cumulative grade point average of at least 2.50 for all of the program courses that the student has taken at the school;
(c) unless the student is making satisfactory academic progress in his or her program of study as of the end of the most recent quarter during which the student was enrolled in that program;
(d) if the student would be on financial aid probation status during the quarter that the student would take the program course through DIS; or
(e) if the student previously attempted and failed the program course at the school or at any other ITT Technical Institute.

The school may, in its discretion, vary from time to time the program courses available to be taught through DIS. Not all program courses will be made available by the school to be taught through DIS, including, without limitation, courses with a one hundred level course number. A student will not be permitted to attempt more than: (a) one program course through DIS during any quarter; (b) four program courses through DIS in any associate's degree program of study in which the student is enrolled at the school; or (c) seven program courses through DIS in any bachelor's degree program of study in which the student is enrolled at the school.

MAXIMUM COURSE LOAD

A student cannot register to take program courses in any quarter that, in total, represent more than 24 credit hours. Any student who wishes to register to take program courses in any quarter that represent more than 19 credit hours must first consult with and obtain the permission of the Dean prior to the beginning of that quarter.

PRACTICUM OR CLINICAL COMPONENT

Certain courses within specific programs of study include a practicum or clinical component that must be successfully completed by the student at one or more facilities that are assigned to the student by the school. The course(s) that include a practicum or clinical component are identified in the program outline for the particular program of study contained in the Curricula section of this catalog. Students who are enrolled in a program of study that contains one or more courses that include a practicum or clinical component are required to enter into an agreement with the school that sets forth the terms of the student's practicum or clinical component, identifies risks associated with that component and releases the school from any liability to the student with respect to that component. Students may obtain an advance copy of the practicum or clinical agreement from the school's administration.

EXTERNSHIP

The course requirements of certain courses within specific programs of study may be satisfied through externship opportunities that may be available to a student. Externships are conducted at locations off campus at facilities that are unaffiliated with the school. An externship must be successfully completed by the student in order for the student to receive credit for the course requirement in the program of study. The course requirements that may be substituted with an externship opportunity are identified in the program outline for the particular program of study contained in the Curricula section of this catalog. Students who are enrolled in a program of study in which one or more courses may be satisfied with externship opportunities are required to enter into an agreement with the school that sets forth the terms of the student's externship, identifies risks associated with that externship and releases the school from any liability to the student with respect to that externship. Students may obtain an advance copy of the externship agreement from the school's administration.

ADMINISTRATIVE INFORMATION

ADMISSION

Admission Requirements and Procedures

A student may be admitted into a program of study offered by the school upon satisfying all of the following requirements:

(a) The student is at least 16 years of age.

(b) The student has:
   (1) a high school diploma; or
   (2) a recognized equivalent of a high school diploma (e.g., typically a general education development (GED) certificate or a document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law)).

   The student must either:
      (i) certify (on a form and in a manner acceptable to the school) the following at or before the start of the student's first quarter of attendance at the school, or the student will be terminated from his or her program of study:
         (A) the student has graduated from a high school; or
         (B) the student has obtained a recognized equivalent of a high school diploma; or
      (ii) provide the school with the following before the end of the student's first quarter of attendance at the school, or the student will be terminated from his or her program of study:
         (A) a copy of the student's high school diploma;
         (B) a copy of the student's recognized equivalent of a high school diploma;
         (C) the student's official high school transcript;
         (D) the student's GED scores at or above the passing level set by the state agency awarding the GED; or
         (E) a document from a state authority (to the satisfaction of the school) recognizing that the student successfully completed secondary school through home schooling (as defined by state law).

   If the student satisfies this admission requirement by certifying that the student graduated from a high school or obtained a recognized equivalent of a high school diploma, the school may, in its discretion, require the student to provide the school with documentary proof of the student's high school graduation or equivalency, in a form acceptable to the school.

(c) The student must:
   (1) have scored, within the immediately preceding eighteen months, a minimum of 13 on the Wonderlic Scholastic Level Exam; or
   (2) have scored, within the immediately preceding five years, a minimum of:
      (i) 17 on the ACT; or
      (ii) 400 each on both the critical reading (formerly verbal) and math portions of the SAT; or
   (3) have earned 36 quarter credit hours or 24 semester or trimester credit hours with an overall cumulative grade point average of 2.0 on a 4.0 grading scale from a postsecondary educational institution located either (A) in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education or (B) outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.

(d) The student provides the school with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements in (c) (3) above.

(e) The student satisfactorily completes (as determined by the school in its discretion) a readiness offering, if the Registrar requests that the student complete a readiness offering. A readiness offering is an online module that:
   (1) is not credit bearing;
   (2) is not part of the student's program of study;
   (3) involves no tuition, fees or other costs owed by the student to the school; and
   (4) involves passing an assessment.

(f) The student passes (as determined by the school in its discretion) an individual interview with the Registrar, if the Registrar requests an interview with the student.

Upon the student's satisfaction of all of the above requirements with respect to his or her selected program of study, the school will promptly notify the student that he or she is admitted into that program of study at the school.

Late Admission

A new student must be admitted into a program of study and begin attending classes in at least one of the program courses that he or she is registered to take during the first quarter of the student's enrollment in that program of study (a) within 14 calendar days following the first session of a program course taught in residence or (b) on or before the third Sunday of the quarter for a program course taught online, or the student's registration in that program of study will be canceled by the school. If a student's enrollment in a program of study is canceled by the school, the student may seek readmission to the program of study at the next available date that the program of study is offered by the school.

Credit for Previous Education or Experience

A student may request credit for courses in the student's program of study at the school based on the student's previous postsecondary education or experience, by submitting a written request to the Registrar.

(1) **Previous Postsecondary Education** - Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous postsecondary education at a different institution, if the student satisfies all of the following requirements:
   (a) The student provides the school with an official transcript from each educational institution awarding any credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school.

If the educational institution is located (I) in the U.S., it must be accredited by an accrediting agency recognized by the U.S. Department of Education, or (II) outside the U.S., it must be accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.

(b) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific core course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially the same as the subject matter of such core course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be in the same area of study (i.e., the humanities, composition, mathematics, the sciences and the social sciences) as the area of study of such general education course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.

(c) The number of credits that the student desires to transfer to the school to satisfy the requirements of a specific course in the student's program of study at the school must equate, as determined by the school, to at least the same number of quarter credit hours of that course as specified in the Program Outline for the student's program of study at the school.

(d) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute.

Other institutions of higher education with which the school has established an articulation agreement include the other ITT Technical Institutes across the country. Many of the same and other limitations and conditions specified above with respect to credit granted by the school for a student's previous postsecondary education at a different institution will apply to credit granted by a different institution for a student's postsecondary education at the school. As a result, any student considering continuing his or her education at, or transferring to, any institution other than an ITT Technical Institute must not assume that any credits earned in any course taken at the school will be accepted by the receiving institution. The student must contact the registrar of the receiving institution to determine what credits earned at the school, if any, that institution will accept.

(2) **Previous Experience** - Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate such knowledge and skills by completing a proficiency examination(s) and/or project(s) acceptable to the school for each such course and receiving a grade or score thereon as required by the school. Notwithstanding the foregoing, a student may not receive credit based on the student's previous experience with respect to any course(s) in the student's program of study at the school that the student previously attempted at the school or at any other ITT Technical Institute.

Any student eligible to receive veterans educational benefits while attending any course(s) in an eligible program of study at the school will be denied veterans educational benefits for any such course(s) that the student previously successfully completed (as determined in the school's discretion in accordance with U.S. Department of Veterans Affairs regulations) elsewhere. As a result, each student eligible and desiring to receive veterans educational benefits while attending an eligible program of study at the school must provide the school with an official transcript for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the first course that the student is registered to take in the student's eligible program of study at the school. The school will determine, in its discretion, whether: (a) the subject matter of any course previously taken by the student is substantially the same as the subject matter of any course contained in the student's eligible program of study at the school; and (b) the number of credits of any course previously taken by the student equate to at least the same number of quarter credit hours of any course having substantially the same subject matter that is contained in the student's eligible program of study at the school. If the school determines that (I) the subject matter of any prior course taken by the student is substantially the same as the subject matter of a course in the student's eligible program of study at the school and (II) the number of credits of that prior course equates to at least the same number of quarter credit hours as the course in the student's eligible program of study that has substantially the same subject matter, the school will grant the student credit for such prior course.

The total number of credits for courses in the student's program of study which may be granted to the student by the school based on the student's previous postsecondary education or experience as provided above cannot exceed 75% of the quarter credit hours required to graduate from the program. See the Graduation Requirements section of this catalog for further information. If the school grants the student credit for any course in the student's program of study based on the student's previous postsecondary education or experience as provided above: (a) the student will receive a grade of "TR" for that course, if credit was granted based on the student's previous postsecondary education at a different institution; and (b) the student will receive a grade of "CR" for that course, if credit was granted based on the student's previous experience.

CLASS SCHEDULE

(a) Prior to the student's attendance in any program course in a quarter, the school will notify the student in writing of:

- the program course(s) that the student has been registered by the school to take in that quarter;
- whether the program course will be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online; and

- for residence courses, the meeting days of the class periods in each such program course and the times and instruction site of those class periods ("Class Schedule").

The school will notify the student of the location, times and dates associated with the practicum or clinical component of any program course(s) that the student is registered to take in a quarter prior to the start of that component, and this information will not be contained on his or her Class Schedule.

(b) The student may modify his or her Class Schedule for any quarter at any time prior to his or her first recorded attendance in any program course in that quarter, by notifying the school in writing. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
- register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
- notify the student in writing of his or her modified Class Schedule.

If the student does not modify his or her Class Schedule for any quarter by notifying the school in writing prior to the student's first recorded attendance in any program course in that quarter, the student will have accepted and agreed to his or her Class Schedule and will remain registered for the program course(s) specified in his or her Class Schedule. The student cannot modify the location, times or dates associated with the practicum or clinical component of any program course(s).

(c) At any time prior to the start of any program course that the student is registered to take in any quarter, the school may:

- change the start date of that quarter;
- assign the student a new Class Schedule for that quarter; and/or
- cancel the program.

(1) If the school changes the start date of a quarter and/or assigns the student a new Class Schedule for a quarter, the student may modify his or her Class Schedule by notifying the school in writing prior to the student's first recorded attendance in any program course in that quarter. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
- register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
- notify the student in writing of his or her modified Class Schedule.

If the student does not modify his or her Class Schedule for any quarter by notifying the school in writing prior to his or her first recorded attendance in any program course in that quarter, the student will have accepted and agreed to the changed start date of that quarter and/or the student's new Class Schedule.

(2) If the school cancels the program, the student's enrollment in the program will have been canceled by the school.

(d) At any time following the start of any program course that the student is registered to take in any quarter, the school may:

- merge the student's class taking that program course into one or more other classes taking the same program course;
- divide the student's class taking that program course into more than one class taking the same program course;
- change the times and/or meeting days of the student's class periods in a program course that is taught in residence at the school;
- change the instruction site of the student's class periods in a program course that is taught in residence at the school; and/or
- cancel that program course.

(1) If the school merges the student's class taking a program course into one or more other classes taking the same program course and/or divides the student's class taking a program course into more than one class taking the same program course, the student's Enrollment Agreement with the school will remain in full force and effect, any affected terms and provisions of that Enrollment Agreement will be automatically revised to reflect such changes and the student will not be relieved of any of his or her obligations under that Enrollment Agreement, except as may be otherwise expressly required by applicable state law.

(2) If the school changes the times and/or meeting days of the student's class periods in a program course taught in residence at the school, the student may cancel his or her registration for that program course by delivering written notice of such cancellation to the school within 10 days of the school's notice of such change. Upon receipt of the student's written notification, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, that program course; and
- notify the student in writing of his or her modified Class Schedule.

If the student does not notify the school in writing that he or she is canceling his or her registration for that program course within 10 days of the school's notification of such change, the student will have accepted and agreed to the changed times and/or meeting days of his or her class periods in that program course.

(3) If, following the start of a program course taught in residence at the school, the school changes the instruction site of the student's class periods in that program course from the instruction site specified on the student's Class Schedule, the school will:

- provide the student with 30 days prior written notice of that change (or such lesser amount as is reasonably practicable in the event of an act of God, fire or any circumstance not within the school's control); and
- request that the student acknowledge that change by executing a written amendment to his or her Enrollment Agreement with the school that specifies the student's new instruction site for the remainder of that program course.

Any failure by the student to execute a written amendment to that Enrollment Agreement specifying his or her new instruction site for that program course will constitute the student's intent to withdraw from that program course.

(4) If the school cancels any program course that the student is registered to take in any quarter, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, that program course; and
- notify the student in writing of his or her modified Class Schedule.

(e) The student understands and acknowledges that his or her Class Schedule with respect to the times, meeting days and/or instruction site of the class periods in the program course(s) that the student is registered to take are likely to change from one quarter to the next.

(f) Any class period in a program course taught in residence at the school, or any portion of a practicum or clinical component of a program course, that is canceled by the school in any quarter due to a holiday or any other reason will be rescheduled by the school for a different day and time in the same quarter. A canceled class period in such a program course may be rescheduled by the school for a day and/or time that differ from the student's regular Class Schedule. A canceled portion of a practicum or clinical component of such a program course may be rescheduled by the school for a day and/or time that differ from the day and/or time that were previously scheduled.

STUDENT CALENDAR

	2011	2012*	2013*
New Year's Day**	January 3	January 2	January 1
Classes Resume After Winter Break	January 4	January 3	January 7
Presidents' Day**	February 21	February 20	February 18
Winter Quarter Ends	March 12	March 10	March 16
Spring Break**	March 14-20	----	----
Spring Quarter Begins	March 21	March 12	March 18
Memorial Day**	May 30	May 28	May 27
Spring Quarter Ends	June 11	June 2	June 8
Summer Break**	----	June 4-10	June 10-16
Summer Quarter Begins	June 13	June 11	June 17
Independence Day**	July 4	July 4	July 4-6
Summer Quarter Ends	September 3	September 1	September 7
Labor Day**	September 5	September 3	September 2
Fall Break**	September 5-11	September 3-9	September 9-15
Fall Quarter Begins	September 12	September 10	September 16
Thanksgiving**	November 24-26	November 22-24	November 28-30
Fall Quarter Ends	December 3	December 1	December 7
Pre-Winter Break**	---	December 3-9	---
Winter Quarter Begins	December 5	December 10	December 9
Winter Break**	December 19, 2011-January 1, 2012	December 24, 2012-January 6, 2013	December 23, 2013-January 5, 2014

*Tentative Dates **No classes

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.

ADMINISTRATION POLICIES

Non-Discrimination and Diversity

The school is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information, or any other protected status, in employment, educational programs and activities, and admissions. The school also encourages cultural and ethnic diversity in its faculty, staff, and student body.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the school does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The school Director is designated the school's Title IX Coordinator to coordinate Title IX compliance.

Academic Achievement

Grading

Grading is administered to assess the student's educational progress. Grading is based on the student's performance in class and level of achievement on assignments, projects and examinations. The following is a list of possible grades that a student may receive for a course, the points that each grade will contribute per course credit hour to the student's grade point average and a brief description of the grade:

Grade	Points	Description
A	4.0	Indicates a superior level of achievement.
B+	3.5	Indicates a good level of achievement.
B	3.0	Indicates a good level of achievement.
C+	2.5	Indicates an average level of achievement.
C	2.0	Indicates an average level of achievement.
D+	1.5	Indicates a marginal level of achievement.
D	1.0	Indicates a marginal level of achievement.
F	0.0	Indicates an unsatisfactory level of achievement. **Any student earning a grade of "F" in a course specified in the program outline of his/her program of study must repeat and successfully complete that course prior to graduation.**
I	N/A	Incomplete - Indicates that the student has not completed all work required for the course. All work required for the course must be successfully completed within six weeks following the end of the course or the otherwise earned letter grade is awarded (normally an "F"). Incompletes may only be awarded upon approval of the instructor and Dean.
CR	N/A	Credit - Indicates that the student demonstrated knowledge and skill in the course through previous experience. "CR" is not considered in computing the grade point average.
TR	N/A	Transferred Credit - Indicates the school accepted credit earned for previous postsecondary education at an institution other than an ITT Technical Institute. "TR" is not considered in computing the grade point average.
W	N/A	Withdrawal - Indicates that the student withdrew or was terminated from the course within the first 75% of that course. "W" is not considered in computing the grade point average. Withdrawals after the first 75% of the course has been completed will receive the otherwise earned letter grade (normally an "F").
P	N/A	Passing - Indicates a passing grade in a course designated as a pass-fail course. "P" is not considered in computing the grade point average.
*	N/A	Indicates that the course was repeated.
(R)	N/A	Indicates that the course was attempted previously.

A grade earned by a student in a course taken at any other ITT Technical Institute will be accepted by the school and appear on the student's academic transcript.

Graduation Requirements

In order to graduate from his or her program of study at the school: (a) a student must attain an overall 2.0 cumulative grade point average for all of the courses included in the program; (b) a student must either successfully complete all of the course requirements for the program (as such courses may be revised or modified from time to time in the school's discretion) within the Maximum Time Frame for Completion as specified below or receive credit for such courses from the school based on the student's previous postsecondary education or experience; (c) at least 25% of the quarter credit hours required to graduate from the program must be earned at this school; and (d) a student's record and account with the school must be up to date and current.

Credential

Upon successfully completing all of the requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study as specified in the Curricula section of this catalog. The school only awards graduates of a specific program of study the credential specified for the student's program in the Curricula section of this catalog. Other ITT Technical Institutes only award their graduates of a specific program of study the credential specified for that program in that ITT Technical Institute's current catalog. The school does not make any representation or promise whatsoever regarding any future credential that may be awarded to any graduate of any program of study that the school or any other ITT Technical Institute may offer.

Honors
To accent the importance of academic performance and give recognition to students who achieve a better than average scholastic record, the school has the following academic achievement recognition levels:

(a) Honors List - Any student who, during a quarter, takes program courses that represent at least eight credit hours and who achieves an overall grade point average of 3.50 to 3.79 for the program courses taken in that quarter will be placed on the Honors List.
(b) Highest Honors List - Any student who, during a quarter, takes program courses that represent at least eight credit hours and who achieves an overall grade point average of at least 3.80 for the program courses taken in that quarter will be placed on the Highest Honors List.
(c) Graduation with Honors - Any student who graduates from his or her program of study at the school with an overall cumulative grade point average of: (i) 3.50 to 3.79 for all of the courses taken in the program will be designated an Honors Graduate; and (ii) at least 3.80 for all of the courses taken in the program will be designated a Highest Honors Graduate.

Academic Transcript
An unofficial copy of each student's transcript is available from the Registrar upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official academic transcript if: (a) the student's financial obligation to the school is in arrears; or (b) the student is in arrears on any federal or state student loan obligation. The school also reserves the right to limit, in its discretion, the number of official academic transcripts provided without a processing fee.

Satisfactory Academic Progress
A student must make satisfactory academic progress toward completing his or her program of study. To be making satisfactory academic progress, a student must satisfy the criteria set forth below in this Satisfactory Academic Progress section. Any student who is failing to make satisfactory academic progress in his or her program of study at any Evaluation Point specified below will be notified by the School of such failure and either be placed on financial aid probation or terminated from that program of study as provided below.

Evaluation Points
A student will not be making satisfactory academic progress, if at any Evaluation Point specified below:

- the student's overall cumulative grade point average ("OCGPA") in his or her program of study is less than the OCGPA required at that Evaluation Point; or
- the student has not successfully completed the percentage of the total cumulative credit hours he or she has attempted in his or her program of study ("Credit Completion Percentage") required at such Evaluation Point:

Evaluation Point*	Required OCGPA	Required Credit Completion Percentage	See Note
End of the student's first academic year (as defined below)	1.5	50%	(1)
End of the student's second academic year	2.0	66.67%	(1)
End of each of the student's seventh and any subsequent academic quarters	2.0	66.67%	(1)
End of any academic quarter of the student's financial aid probation	See Note (2) below	See Note (2) below	(3)
100% of the Maximum Time Frame for Completion ("MTFC") (as defined below)	2.0	66.67%	(3)

*If, at any point in time, more than one Evaluation Point is applicable to a student, the student's satisfactory academic progress determination will be based on the applicable Evaluation Point that requires the highest OCGPA and Credit Completion Percentage and the most restrictive note(s).

Notes:
(1) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study, unless:

- the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
- the Dean grants the student's appeal; and
- the student satisfies all of the conditions specified below in the Financial Aid Probation section to be placed on financial aid probation.

If all of the conditions specified in the sentence immediately above are satisfied, the student will be placed on financial aid probation during the student's next academic quarter of attendance in the program.

(2) The OCGPA and Credit Completion Percentage required at the end of the immediately preceeding academic quarter.

(3) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study at the school.

The calculation of the student's OCGPA in his or her program of study will include the points associated with the grade earned by the student with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student: (a) was enrolled in that program of study; and (b) was enrolled in a different program of study, if (i) the subject matter of that course is substantially the same as any course in his or her current program of study or (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

Maximum Time Frame for Completion
The student's Maximum Time Frame for Completion ("MTFC") for his or her program of study is 150% of the credit hours designated in the Program Outline for such program of study (as such credit hours may be revised or modified from time to time by the school in its discretion), rounded down to the nearest whole credit hour. For example, if a program of study consists of 90 credit hours, the student's MTFC is 135 credit hours (150% of 90). Each credit hour in a program of study that is "attempted" (as defined below) by a student is counted toward the student's MTFC of that program of study each and every time the credit hour is attempted by the student. A credit hour is "attempted," if the student receives any of the following grades from the school and/or from any other ITT Technical Institute for the course represented by the credit hour: "A," "B+," "B," "C+," "C," "D+," "D," "F," "I," "W," "P," "CR" or "TR". For example, if a student takes Course X, consisting of 4.5 credit hours, and receives a grade of "W" and the student retakes Course X and earns a grade of "B," the student will have attempted 9 credit hours with respect to Course X. A student may not exceed his or her MTFC for the student's program of study. The student's MTFC for his or her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student:
(a) was enrolled in that program of study; and
(b) was enrolled in a different program of study, if
    (i) the subject matter of that course is substantially the same as any course in his or her current program of study or
    (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

A student will not be making satisfactory academic progress and will be terminated from his or her program of study if, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the student's MTFC for that program of study.

Academic Year
An academic year is three academic quarters in length. Any academic quarter that the student attended in any program of study at the school or any other ITT Technical Institute during which the student attempted any course that is included in, counts toward or satisfies any of the coursework requirements of the student's current program of study (whether a core, general education, general studies, technical basic, elective or any other type of course), will be counted for purposes of determining the student's applicable academic year and/or academic quarter under the Evaluation Points section.

Credit Completion Percentage
The Credit Completion Percentage is calculated by dividing the total number of credit hours that the student has successfully completed in his or her program of study (including, without limitation, the credit hours associated with any course for which the student receives a grade of "CR" or "TR") by the total number of credit hours that the student has attempted in his or her program of study. The calculation of the student's Credit Completion Percentage in his or her program of study will include the number of credit hours attempted by the student with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student:
(a) was enrolled in that program of study; and
(b) was enrolled in a different program of study, if
    (i) the subject matter of that course is substantially the same as any course in his or her current program of study or
    (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

Student Status
A student who, in any academic quarter, takes courses in his or her program of study that represent:

- 12 or more credits is a full-time student;
- 9 to 11 credits is a three-quarter-time student;
- 6 to 8 credits is a half-time student; or
- less than 6 credits is a less than half-time student.

If the total number of quarter credit hours of the courses which comprise a program of study offered by the school exceeds 72, the school has determined that the program of study cannot normally be completed in two academic years of full-time study, based on a full-time student taking a course load representing 12 or 13.5 quarter credit hours at the school each academic quarter. A student's grade level is based on the total number of quarter credit hours of the courses in the student's program of study at the school that the student has successfully completed, as follows:

Grade Level	Total Number of Quarter Credit Hours of Courses Successfully Completed in the Student's Program of Study
First	0-36
Second	37-72
Third	73-108
Fourth	109-144
Fifth	145-180
Sixth	181-216

The amount of federal and state student financial aid that a student may qualify to receive may depend on the student's grade level and could be adversely affected if the student is anything other than a full-time student. Any student who is not a full-time student should contact the school's Finance Department for more information.

Financial Aid Probation
During any academic quarter that a student is on financial aid probation, the Dean may require the student to repeat some or all of the courses that the student previously received a grade of "D+," "D," "F" or "W" before the student can attempt any other courses in the student's program of study. At the end of the academic quarter of the student's financial aid probation, the student's OCGPA and Credit Completion Percentage will be recalculated to determine if the student is making satisfactory academic progress in the program of study based on the OCGPA and Credit Completion Percentage required at the end of the immediately preceeding academic quarter.

A student will be considered to be making satisfactory academic progress during the academic quarter of the student's financial aid probation. All of the credit hours represented by the courses that the student repeats during the academic quarter of the student's financial aid probation will have been attempted by the student in determining the student's Credit Completion Percentage, and all of the grades (and associated points) earned by the student in those courses will replace the previous grades (and associated points) earned in determining the student's OCGPA. All grades earned for any courses the student attempts will, however, remain on the student's transcript.

Notwithstanding anything to the contrary in the Evaluation Points section, a student will not be placed on financial aid probation:

- if the school determines that the student will be unable to make satisfactory academic progress in the student's program of study at the end of the academic quarter of the student's financial aid probation;
- more than three times during any specific program of study in which the student is or was enrolled at the school or at any other ITT Technical Institute; or
- if the student was on financial aid probation during the immediately preceeding academic quarter that the student was enrolled in that program of study at the school or at any other ITT Technical Institute.

Incompletes and Repeats
If the student receives a grade of "A," "B+," "B," "C+," "C," "D+," "D," "P," "CR" or "TR" with respect to any course, the student will have successfully completed that particular course. If the student receives an "I" grade and does not successfully complete the required work to remove the "I" grade from his or her record within six weeks following the end of the academic quarter in which the "I" grade was received, the student will receive the otherwise earned letter grade (normally an "F"). Any student earning a grade of "F" in any course included in his or her program of study must repeat and successfully complete that course prior to: (a) taking any course with respect to which the failed course is a prerequisite; and (b) graduation. Any student who successfully completes a course may request in writing for permission from the school to repeat that course. If a course is repeated, the grade earned for repeating the course will replace the previous grade earned in determining the student's OCGPA in the student's program of study and whether the student has successfully completed the course. All grades earned for all courses the student attempts will, however, remain on the student's transcript.

Readmission
A student who withdraws or is terminated from a program of study at the school may not seek readmission into any program of study, whether the same or a different program, before the next academic quarter that the course(s) the student would take upon readmission into the program of study is(are) offered by the school.
All readmission determinations will be made by the school in its discretion and will be final and binding on the student. The school is not obligated to readmit any student. As part of the school's determination to readmit any student, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study at the school. If the student was not making satisfactory academic progress in his or her program of study as of that Evaluation Point, the student will not be readmitted into the same program of study, unless:

- the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
- the Dean grants the student's appeal; and
- the student satisfies all of the conditions specified above in the Financial Aid Probation section to be placed on financial aid probation.

If all of the conditions specified in the sentence immediately above are satisfied, the student will be placed on financial aid probation during the student's next academic quarter of attendance in that program of study at the school. In no event will any student be readmitted to the same program of study at the school, if the student:

- for any reason withdrew or was terminated from that program of study at the school during an academic quarter when the student was on financial aid probation;
- is unable to make satisfactory academic progress in that program of study, as determined by the school; or
- does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the school.

If the school decides to readmit the student, the student must agree in writing to the terms for readmission and execute a new Enrollment Agreement with the school and pay all then current tuition, fees and any other costs associated with the student's program of study.

Prior Attendance at a Different ITT Technical Institute
If the student withdrew or was terminated from a program of study at any other ITT Technical Institute prior to the student's admission to the same program of study at the school, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in that program of study at the other ITT Technical Institute. If the student was not making satisfactory academic progress in that program of study as of that Evaluation Point, the student will not be admitted into the same program of study at the school, unless:

- the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
- the Dean grants the student's appeal; and
- the student satisfies all of the conditions specified above in the Financial Aid Probation section to be placed on financial aid probation.

If all of the conditions specified in the sentence immediately above are satisfied, the student will be placed on financial aid probation during the student's first academic quarter of attendance in that program of study at the school. In no event will any student who withdrew or was terminated from a program of study at any other ITT Technical Institute be admitted to the same program of study at the school, if the student:

- for any reason withdrew or was terminated from that program of study at the other ITT Technical Institute during an academic quarter when the student was on financial aid probation;
- is unable to make satisfactory academic progress in that program of study, as determined by the school; or
- does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the school.

Reestablishing Financial Aid
A student must be making satisfactory academic progress to be eligible to receive any federal, state or other student financial aid to attend any course(s) in his or her program of study at the school. If a student loses his or her eligibility to receive financial aid for failure to make satisfactory academic progress in his or her program of study, the student cannot reestablish his or her eligibility to receive financial aid to attend any course(s) at the school, unless the student enrolls in a different program of study at the school and the school determines that the student is making satisfactory academic progress in that different program of study.

Non-Credit Courses
Non-credit courses, which are taken on a pass-fail basis, do not affect a student's grade point average. Nevertheless, the student must repeat and successfully complete any failed non-credit courses prior to the student graduating from his or her program of study at the school.

Appeal
If the school determines that a student is failing to make satisfactory academic progress in his or her program of study at the school, the student may appeal the school's determination in writing to the Dean. The student's written appeal must explain in detail the special circumstances that caused the student not to make satisfactory academic progress (such as the student suffering an illness or injury, the death of a relative of the student or other special circumstances) and what has changed in the student's situation that will allow the student to be making satisfactory academic progress at the end of the student's next quarter of attendance in that program of study. The Dean will review the student's written appeal to determine whether, based on the student's special circumstances and the information submitted by the student in his or her written appeal, the student can remain enrolled in (or be readmitted into) that same program of study at the school despite the student's failure to conform to the requirements of this Satisfactory Academic Progress section. The determination of the student's written appeal will be:

- made by the Dean (in his or her discretion and in conformity with this Satisfactory Academic Progress section);
- communicated in writing to the student; and
- final and binding on the student.

If the Dean grants the student's appeal and all of the conditions specified above in the Financial Aid Probation section are satisfied, the student will, at the school's discretion, be placed on financial aid probation during the student's next academic quarter of attendance in that program of study. The school will not develop or consider any academic plan for a student.

Attendance Requirements
Each student is required to regularly attend each course that the student is registered to take in the program in which the student is enrolled. For residence courses, attendance means (a) physical participation in the class meetings and other activities of the course; and (b) other positive academic participation by the student, as approved by the school, such as attending a class meeting in a different class section of the same course or completing and submitting coursework. For online courses, attendance means participating in class communications and activities of the course electronically over the Internet in the manner and in accordance with the directions specified by the school. Students attending online courses are required to follow the protocols specified by the school to record the student's attendance in the class communications and activities that are part of the course. Any failure by a student attending an online course to follow the protocols specified by the school to record the student's attendance in a class communication or activity that is part of the course may, as determined by the school, result in the school identifying the student as absent from or a non-participant in the class communication or other activity of the course.

As required by federal law, each student must annually participate in the programs presented by the school that address the following subjects: (a) promoting the awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses (20 U.S.C. 1099c); (b) preventing the use of illicit drugs and the abuse of alcohol by students (20 U.S.C. 1145g); and (c) any other subject that the federal government may, from time to time, require the school to present to its students. If a student fails to participate in any of the above programs and execute any documentation confirming his or her participation that the school may require, the school may, in its discretion, suspend and/or terminate the student from his or her program of study at the school.

Make-Up Work
A student may, at the school's discretion, make up coursework missed due to the student's absences from class meetings and other activities that are part of a course that the student is registered to take or the program in which the student is enrolled. If the school allows the student to make up any coursework missed due to absences from the scheduled class meetings and other activities that are part of a course that the student is registered to take or a program in which the student is enrolled, the school will determine, in its discretion, whether the student's make-up work is satisfactory, and any decision by the school with respect thereto will be final and binding on the student.

Leave of Absence
A student may be granted a leave of absence only to accommodate the student's: (a) two-week military service obligation; and (b) jury duty in excess of one week, but not to exceed two weeks. Only one leave of absence (not to exceed 10 days) will be granted in a 12 month period. Any student who requests a leave of absence must submit in advance to the school Director a written request, supported by third party documentation that is acceptable to the school Director. The student's written request must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the leave. The determination of whether to grant the student's requested leave of absence will be made in the school's discretion and will be final and binding on the student. The student is responsible for contacting the appropriate faculty member(s) to arrange to make up the coursework missed by the student as a result of any granted leave of absence.

Program Changes
Any student who desires to change his or her enrollment in a program of study at the school to a different program of study at the school must request the change in writing to, and obtain the prior permission of, the Dean. All determinations with respect to any request by a student to change his or her enrollment in a program of study at the school will be made by the school in its discretion and will be final and binding on the student.

Withdrawals
If a student wishes to withdraw from any program course(s) that the student is registered to take at the school or the student's entire program of study at the school, the student must notify the Dean or Chair in writing prior to the date of withdrawal. The writing must specify the date that the student will withdraw from the course(s) or program of study and the reason for the withdrawal. Prior to the student's withdrawal date from his or her program of study, the student must also have an exit interview with the Academic Affairs Department and the Finance Department. If, during any quarter that a student is enrolled in a program of study at the school, the student fails to attend for a period of 22 consecutive calendar days any component, whether a classroom, laboratory, practicum and/or clinical component, of a program course that the student is registered to take during that quarter, the student will have withdrawn from that program course at the school. Any student who withdraws from a program course may not re-enter that same course and may not re-take that course until the next time that the course is offered by the school. A student who withdraws from his or her program of study may be considered for readmission only in accordance with the Readmission section of this catalog.

Advising
The student must receive academic, attendance and/or financial aid advising from the school, as the school deems necessary in its discretion.

Transfer of Credit
Credits earned in any course taken at the school will be accepted for transfer by any other ITT Technical Institute located outside of Maryland toward the credits required in the same course, if that course is offered by the other ITT Technical Institute. Any ITT Technical Institute located in Maryland will accept for transfer toward the credits required in the same course any credits earned in any (a) 100- or 200-level course at any other ITT Technical Institute that is only authorized to award associate degrees, and (b) course at any other ITT Technical Institute that is authorized to award bachelor degrees.

DECISIONS CONCERNING THE ACCEPTANCE OF CREDITS EARNED IN ANY COURSE TAKEN AT THE SCHOOL ARE MADE AT THE DISCRETION OF THE RECEIVING INSTITUTION. THE SCHOOL MAKES NO REPRESENTATION WHATSOEVER CONCERNING THE TRANSFERABILITY OF ANY CREDITS EARNED AT THE SCHOOL TO ANY INSTITUTION OTHER THAN AN

ITT TECHNICAL INSTITUTE AS SPECIFIED ABOVE. IT IS UNLIKELY THAT ANY CREDITS EARNED AT AN ITT TECHNICAL INSTITUTE WILL BE TRANSFERABLE TO OR ACCEPTED BY ANY INSTITUTION OTHER THAN AN ITT TECHNICAL INSTITUTE.

ANY STUDENT CONSIDERING CONTINUING HIS OR HER EDUCATION AT, OR TRANSFERRING TO, ANY INSTITUTION OTHER THAN AN ITT TECHNICAL INSTITUTE MUST NOT ASSUME THAT ANY CREDITS EARNED IN ANY COURSE TAKEN AT THE SCHOOL WILL BE ACCEPTED BY THE RECEIVING INSTITUTION. AN INSTITUTION'S ACCREDITATION DOES NOT GUARANTEE THAT CREDITS EARNED AT THAT INSTITUTION WILL BE ACCEPTED FOR TRANSFER BY ANY OTHER INSTITUTION. THE STUDENT MUST CONTACT THE REGISTRAR OF THE RECEIVING INSTITUTION TO DETERMINE WHAT CREDITS EARNED AT THE SCHOOL, IF ANY, THAT INSTITUTION WILL ACCEPT.

Conduct

Each student must conduct himself or herself in accordance with the school's rules, regulations, policies and procedures as stated in this catalog, in the student's Enrollment Agreement and Student Handbook.

Any student who engages on or off the school's premises in any of the following types of misconduct will be subject to discipline by the school, which may include, without limitation, the suspension and/or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Any student who, prior to his or her enrollment at the school, has engaged in any of the following types of misconduct may be subject to discipline by the school, which may include, without limitation, the student's suspension and/or termination from one or more courses the student is taking or the student's entire program of study at the school.

a. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
b. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the school Director of, and documented, that requirement), knife (excepting non-spring pocket knives with blades less than four inches), other weapon, explosive or fireworks.
c. Obstruction or disruption of any regular school activities, including, without limitation, teaching, research, administration, student services, discipline, organized events and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from a school official or faculty member to discontinue or modify any action which is judged disruptive.
d. Dishonesty, including, without limitation, provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation or fraud.
e. Obscene, indecent or inconsiderate behavior; insubordinate behavior towards any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self or others.
f. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into school facilities or information technology systems, possession of stolen property and littering.
g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
h. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
i. Gambling on school premises or at organized school events.
j. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official. (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders.)
k. Violation of any federal, state or local law.
l. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
m. Failure to behave in a manner that reflects favorably upon the student's association with the school.
n. Falsification of any information on his or her Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status.
o. Failure to maintain satisfactory academic progress as specified in the Satisfactory Academic Progress section of this catalog.
p. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this catalog, the student's Enrollment Agreement or Student Handbook.
q. Failure to pay the program costs as agreed in writing.
r. Breach of any term of the student's Enrollment Agreement or any other agreement between the student and the school.
s. Failure to exhibit good citizenship and respect for the community and other persons.
t. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization recognized by the school. Hazing includes, without limitation, the following as determined by the school: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.
u. Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or by failure to separate oneself clearly from a group in which others are so engaged.

Any student who is terminated from his or her program of study at the school for violating this Conduct section may petition the school Director, in writing, for readmission into a program of study, but not before the next quarter that the course(s) that the student would take upon reentry into the program of study is (are) offered by the school. The determination of whether to readmit the student will be based on the student's written petition, will be made by the school and will be final and binding on the student.

Anti-Harassment

It continues to be the policy of ITT Technical Institute that sexual harassment of students or applicants for admission in any form is unacceptable conduct which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of ITT Technical Institute shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's admission, enrollment, grades, studies or educational experience at ITT Technical Institute. Similarly, no faculty member or other employee of ITT Technical Institute shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (I) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (II) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other ITT Technical Institute employee, or visitor or invitee of the school in connection with the educational experience offered by ITT Technical Institute should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the telephone number specified in this catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the school Director, should report the matter to the Senior Vice President, Chief Compliance Officer, ITT/ESI, telephone (800) 388-3368. Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons.

ITT Technical Institute will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

Disabled Applicants and Students

The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The school Director is designated the school's Student Disability Coordinator and coordinates Section 504 compliance. Applicants or students with a disability may request an accommodation by contacting the school Director.

Health, Security and Safety

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, and the Board of Health and Fire Marshal regulations. Students are responsible for their own security and safety both on-campus and off-campus, and each student must be considerate of the security and safety of others. **THE SCHOOL HAS NO RESPONSIBILITY OR OBLIGATION WHATSOEVER FOR ANY STUDENT'S PERSONAL BELONGINGS THAT ARE LOST, STOLEN OR DAMAGED, WHETHER ON OR OFF SCHOOL PREMISES OR DURING ANY SCHOOL ACTIVITIES. THE SCHOOL HAS NO RESPONSIBILITY OR OBLIGATION WHATSOEVER WITH RESPECT TO ANY ALTERCATIONS OR DISPUTES BETWEEN STUDENTS, WHETHER ON OR OFF THE SCHOOL'S PREMISES OR FOR ANY DAMAGES OR INJURIES ARISING THEREFROM.** Students should immediately report any medical, criminal or other emergency occurring on the school premises to the school Director or Dean (or any other school employee if such officials are not available). Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, the school may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on school premises or during any school activities to school officials and the appropriate police agencies. The school compiles and issues on an annual basis an ITT Technical Institute Security Policies and Crime Statistics Report. This report discloses information about this school's campus security policies and procedures and statistics concerning the number of certain crimes that may have taken place on campus. Students may obtain a copy of the report from the school Director.

Disclaimer of Warranties

EXCEPT AS EXPRESSLY STATED IN THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, REGARDING OR RELATING TO ANY SERVICE OR PRODUCT FURNISHED BY THE SCHOOL TO THE STUDENT PURSUANT TO OR IN CONNECTION WITH THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG. THE SCHOOL SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PURPOSE.

Limitation of Liability

IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL THE SCHOOL'S MAXIMUM LIABILITY TO THE STUDENT FOR ALL DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMENDMENTS OR ADDENDA THERETO) OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER OF: (A) THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR (B) THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE. Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.

The provisions of the student's Enrollment Agreement and this catalog allocate risks between the student and the school. The amount of tuition and fees and the cost of any tools purchased by the student from the school that the student was required to obtain for the program of study reflect this allocation of risk and the limitation of liability.

Student Complaint/Grievance Procedure

Statement of Intent: To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

Procedure

All student complaints will be handled in the following manner:

Step One - Contact School Director

1. A student must present to the school Director (ITT Technical Institute, 1860 NW 118th Street, Suite 110, Clive, Iowa 50325, telephone (515) 327-5500), any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

Step Two - Appeal to ITT Educational Services, Inc. ("ITT/ESI")

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Student Relations Specialist, ITT/ESI, 13000 N. Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.
2. Within ten (10) days after receipt of the student's written letter of complaint, the Student Relations Specialist, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

Step Three - Contact the State

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to: Iowa College Aid, 200 10th St., 4th Floor, Des Moines, IA 50309, telephone (877) 272-4456, fax (515) 725-3402. The student may also file a complaint with the Iowa Attoryney General's Office located at 1305 E. Walnut Street, Des Moines, IA 50319, phone (515) 281-5164, fax (515) 281-4209.

Step Four - Contact the Accrediting Council

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may also be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

Resolution of Disputes

The following procedure shall apply to the resolution of any dispute arising out of or in any way related to a student's Enrollment Agreement with the school, any amendments or addenda thereto, or the subject matter thereof, including, without limitation, any statutory, tort, contract or equity claim (individually and collectively, the "Dispute"):

(a) The parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute pursuant to the school's Student Complaint/Grievance Procedure or through other informal means.

(b) If the Dispute is not resolved pursuant to the school's Student Complaint/Grievance Procedure or through other informal means, then the Dispute will be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute

to one or more impartial persons for a final and binding determination. Both the student and the school agree that the Enrollment Agreement involves interstate commerce and that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §1-9 (the "FAA").

The arbitration between the student and the school will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the student and the school mutually agree upon. If, after making a reasonable effort, the student and the school are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Commercial Arbitration Rules ("Commercial Rules") and, when deemed appropriate by the arbitration forum or arbitrator, the AAA's Supplementary Procedures for Consumer-Related Disputes ("Consumer Procedures"), or the appropriate rules of any alternative arbitration forum selected by the student and the school or appointed by a court, subject to the following modifications:

(1) The arbitration will be conducted before a single arbitrator (without a jury) who will be a former federal or state court judge and will have at least 10 years of experience in the resolution of civil disputes.

(2) The site of the arbitration will be the city in which the school is located.

(3) The substantive law which will govern the interpretation of a student's Enrollment Agreement and the resolution of the Dispute will be the law of the state where the school is located, except that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the FAA.

(4) The scope of the arbitration will be limited to the Dispute between the student and the school. In the arbitration between the student and the school:

- **no claims of any other person will be consolidated into the arbitration or otherwise arbitrated together with any claims of Student;**
- **no claims will be made on behalf of any class of persons;**
- **no representative actions of any kind are permitted, including, without limitation, class actions and class arbitrations; and**
- **the arbitrator may not preside over any representative action.**

(5) The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be appropriate to allow for a fair hearing, taking into consideration the claims involved and the expedited nature of arbitration.

(6) The school will pay the amount of any arbitration costs and fees charged to the student under the Commercial Rules or Consumer Procedures that exceed the costs and fees that the student would incur if the student filed a similar action in a court having proper jurisdiction.

(7) In any of the following arbitration-related proceedings, the prevailing party will be entitled to recover its reasonable attorneys' fees:

- **any motion which any party is required to make in the courts to compel arbitration of a Dispute; or**
- **any challenge to the arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying or correcting the award.**

(8) All aspects of the arbitration proceeding, and any ruling, decision or award by the arbitrator, will be strictly confidential. The parties will have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

(9) If any provision of this Resolution of Disputes section or its application is invalid or unenforceable, that provision will be severed from the remainder of this section and the remainder of this section will be binding and enforceable.

The Commercial Rules, Consumer Procedures and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 1633 Broadway, 10th Floor, New York, New York 10019, by telephone at (800) 778-7879 or through its Web site at www.adr.org.

Family Educational Rights and Privacy Act of 1974, as Amended

Statement of Compliance

1. General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended ("Act"), a student has the right to examine certain records concerning the student which are maintained by the school. The school must permit the student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's right of privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint/Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, concerning the school's alleged failure to comply with the Act.

2. Education Records

Education records are records maintained by the school which contain information directly related to the student. Examples of education records are the student's education, career services and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. Exemptions

The following records are exempt from the Act:

(a) Financial records of the student's parents.

(b) Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect.
(c) Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty and administration.
(d) Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in such capacity, and which are available only to persons providing the treatment.
(e) Employment records for school employees who are also current or former students.
(f) Records created or received after an individual is no longer a student at the school and are not directly related to the individual's attendance as a student at the school.
(g) Grades on peer-graded papers that have not been collected and recorded by an instructor.

4. Review of Records

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. The school may destroy records which it determines, in its discretion, are no longer useful or pertinent to the student's circumstances.

5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The school requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance (i.e., enrollment period(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

6. Access Without Student Consent

The school may release a student's education records without written consent of the student to:
(a) Other school officials who have a legitimate educational interest.
(b) Other schools where the student has applied for admission, so long as the information is for purposes related to the student's attendance at those other schools.
(c) Authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States or the Attorney General of the United States.
(d) Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies and collection agencies.
(e) State and local authorities where required.
(f) Accrediting agencies.
(g) A parent (whether a natural parent, guardian or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code. The school is not required, however, to release such records.
(h) Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are relevant for the school to defend itself.
(i) Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action.
(j) Any person pursuant to and in compliance with a judicial order or subpoena, provided that the school reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
(k) Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the school under the circumstances.
(l) Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs or to improve instruction.
(m) The public, if the school determines, in its discretion, that the student, as an alleged perpetrator, has committed a Crime of Violence (as defined below) or a Non-forcible Sex Offense (as defined below) in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name, the violation committed; and any sanction imposed by the school on the student. A Crime of Violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A Non-forcible Sex Offense means an act that would, if proven, constitute statutory rape or incest.
(n) The purported victim, regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name; the violation committed; and any sanction imposed by the school on the student.
(o) Any person, if the education records disclosed are Directory Information on the student.
(p) The student, or the student's parents if the student is less than 18 years old.
(q) A parent of the student regarding the student's violation of any federal, state or local law or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct section of this catalog with respect to that use or possession.
(r) The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

(s) The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

The school will obtain the written consent of the student prior to releasing the student's education records to any other person or organization, except with respect to Directory Information.

ITT Educational Services, Inc. has adopted a detailed Family Educational Rights and Privacy Act policy (AA 9.0) which is available to the student upon request.

Foreign Student Information

Financial Assistance

Some foreign students may be eligible for federal student financial aid. To be eligible, a foreign student must be one of the following:
(a) a U.S. national; or
(b) a U.S. permanent resident and possess an I-551 (Alien Registration Receipt Card).

Any foreign student who is not one of the above must have one of the following documents from the U.S. Citizenship and Immigration Services ("USCIS"):
(i) I-94 (Arrival-Departure Record) with an appropriate endorsement;
(ii) a passport confirming permanent residency in the Trust Territory of the Pacific Islands;
(iii) official documentation that the student has been granted asylum in the U.S.; or
(iv) other proof from the USCIS that the student is in the U.S. for other than a temporary purpose.

Any foreign student who possesses any of these documents should check with the Finance Department for more information regarding his or her eligibility for federal student financial aid.

All classes will be conducted in English. English language services and visa services are not available at the school.

Career Services

Foreign students may not be permitted by the USCIS to be employed in the United States during school. Therefore, a foreign student should have sufficient funds available to cover tuition, fees, the cost of any tools that the student is required to obtain for his or her program of study or other supplies and living costs.

Most, if not all reference sources provided by the school to assist the foreign student in securing graduate employment related to his or her education will involve firms and employment opportunities located in the United States. The foreign student is responsible for obtaining all of the necessary governmental authorizations to remain in the United States and obtain employment in the United States following graduation from his or her program of study at the school.

Student Handbook

The school maintains a Student Handbook for students that includes information relating to various areas of student interest and responsibility. Copies of the Student Handbook are available from the school administration. Each student is provided a copy of the Student Handbook and must abide by the student requirements and responsibilities specified therein.

Revisions to Policies and Procedures

The school reserves the right from time to time in its discretion to revise all terms, provisions, policies, requirements and procedures contained in this catalog and the Student Handbook. Each student will be bound by and must comply with all terms, provisions, policies, requirements and procedures contained in this catalog and/or the Student Handbook that the school revises.

TUITION, FEES AND TOOLS

Tuition

Each student who enrolls in any of the following programs of study offered by the school will pay the school the corresponding amount of tuition for each credit hour of each course in that program of study that the student is registered to take from the school:

	Program of Study	Current Tuition Per Credit Hour
(a)	Business Management (Bachelor's Degree)	$493
(b)	Business Management (Associate's Degree)	$493
(c)	Computer and Electronics Engineering Technology (Associate's Degree)	$493
(d)	Computer Drafting and Design (Associate's Degree)	$493
(e)	Construction Management (Bachelor's Degree)	$493
(f)	Criminal Justice (Bachelor's Degree)	$493
(g)	Criminal Justice (Associate's Degree)	$493
(h)	Criminology and Forensic Technology (Associate's Degree)	$493
(i)	Drafting and Design Technology (Associate's Degree)	$493
(j)	Electrical Engineering and Communications Technology (Bachelor's Degree)	$493
(k)	Electrical Engineering Technology (Associate's Degree)	$493
(l)	Electronics and Communications Engineering Technology (Bachelor's Degree)	$493
(m)	Graphic Communications and Design (Associate's Degree)	$493
(n)	Information Systems and Cybersecurity (Bachelor's Degree)	$493
(o)	Information Systems Security (Bachelor's Degree)	$493
(p)	Information Technology – Computer Network Systems (Associate's Degree)	$493
(q)	Mobile Communications Technology (Associate's Degree)	$493
(r)	Network Systems Administration (Associate's Degree)	$493
(s)	Paralegal (Associate's Degree)	$493
(t)	Paralegal Studies (Associate's Degree)	$493
(u)	Project Management (Bachelor's Degree)	$493
(v)	Project Management and Administration (Bachelor's Degree)	$493
(w)	Software Applications Development (Bachelor's Degree)	$493
(x)	Software Development Technology (Associate's Degree)	$493

The school may, at any time and from time to time in its discretion, increase the tuition per credit hour charged to students for courses in any program of study offered by the school by publishing the higher tuition per credit hour in the school catalog at least 60 days before the effective date of the increase. A student will be obligated to pay the school the higher tuition per credit hour with respect to any program course that (a) the student is registered to take from the school and (b) begins after the effective date of the increase. Students can expect the school to increase, at least once during any calendar year, the tuition per credit hour charged for program courses offered by the school.

The tuition for each program course that a student is registered to take from the school is determined by multiplying the tuition per credit hour by the number of credit hours in the program course. The tuition for each quarter in which a student is enrolled in a program of study offered by the school is determined by multiplying the tuition per credit hour by the total number of credit hours in all of the program courses that the student is registered to take during the quarter. The tuition for all of the credit hours in all of the program courses that a student is registered to take from the school during a quarter is due and payable by the student to the school on the first day of that quarter.

Fees

Academic Fee
Each student will pay the school an Academic Fee of $200. Notwithstanding anything to the contrary in the immediately preceding sentence, if the school or any other ITT Technical Institute previously received and retained any monies from or on behalf of the student for an Academic Fee charged to the student ("Prior Academic Fee Retained"), the student will only be obligated to pay the school an Academic Fee in the amount of $200, less the amount of the Prior Academic Fee Retained. The Academic Fee is due and payable by the student to the school on the student's first day of recorded attendance in any program course following the student's enrollment in a program of study offered by the school.

Administrative Fee
Each student will pay the school an Administrative Fee of $100 each time the student's enrollment in a program of study offered by the school is terminated, regardless of the reason for the termination (including, without limitation, any termination of enrollment resulting from a student's graduation, withdrawal, failure to make satisfactory academic progress or violation of the Conduct section of the school catalog). The Administrative Fee is due and payable by the student to the school immediately upon the termination of the student's enrollment in the program of study.

Tools
Each student who enrolls in any of the following programs of study offered by the school must obtain, at the student's own expense, the tools required by the school for use in one or more of the program courses in that program of study:

	Program of Study	ESTIMATED Cost of Tools if Purchased From the School
(a)	Computer and Electronics Engineering Technology (Associate's Degree)	$500
(b)	Computer Drafting and Design (Associate's Degree)	$500
(c)	Construction Management* (Bachelor's Degree)	$500
(d)	Criminal Justice (Bachelor's Degree)	$150
(e)	Criminal Justice (Associate's Degree)	$150
(f)	Criminology and Forensic Technology (Associate's Degree)	$150
(g)	Drafting and Design Technology (Associate's Degree)	$500
(h)	Electrical Engineering and Communications Technology* (Bachelor's Degree)	$500
(i)	Electrical Engineering Technology (Associate's Degree)	$500
(j)	Electronics and Communications Engineering Technology* (Bachelor's Degree)	$500
(k)	Graphic Communications and Design (Associate's Degree)	$100
(l)	Information Systems and Cybersecurity* (Bachelor's Degree)	$500
(m)	Information Systems Security* (Bachelor's Degree)	$500
(n)	Mobile Communications Technology (Associate's Degree)	$500
(o)	Project Management* (Bachelor's Degree)	$500
(p)	Project Management and Administration* (Bachelor's Degree)	$500

*Depending on the courses that the student chooses to take to satisfy the Unspecified Core course requirements in the Program Outline, the student may be required to purchase tools for use in these courses.

The actual use of, and instruction regarding, the tools in any program course may vary depending on the program course and any changes thereto, the faculty member teaching the program course and the student's progress in the program course. The ESTIMATED cost specified above for the tools required for certain program courses in the corresponding program of study is an ESTIMATED cost of those tools if purchased from the school. The ACTUAL cost of the tools required for the particular program of study could be higher or lower than the ESTIMATED cost. The ESTIMATED cost of those tools is subject to change by the school at any time. No student is obligated to purchase any tools from the school. Any tools that a student purchases from the school are unreturnable and the cost is nonrefundable, except as expressly specified in the Return of Tools section. The cost of any tools that a student purchases from the school is due and payable by the student to the school upon the student's receipt of those tools.

Alternative Payment Arrangement
If the student is unable to pay the school, on or before the applicable due dates, all of the tuition, applicable fees and/or cost of any required tools purchased from the school that are or may become owed by the student to the school with respect to the student's enrollment in a program of study at the school, the school may, in its discretion, agree in writing to a different payment arrangement as expressly provided in a Cost Summary and Payment Addendum to the student's Enrollment Agreement with the school.

Delinquent Payment
Any student who is delinquent in the payment of any sum owed to the school may be suspended or terminated from the student's program of study at the school's discretion. If a student is terminated from his or her program of study for failing to pay the school when due any sum owed to the school, the student will not be considered for readmission to the program of study until the school receives full payment of all such delinquent sum or the student makes written arrangements with the school to pay such delinquent sum that are acceptable to the school in its discretion. If the student fails to fulfill the terms of any such arrangement that is accepted in writing by the school, the school may, in its discretion, terminate the student from his or her program of study at the school.

Methods Used to Collect Delinquent Payments
The student must pay all amounts owed to the school prior to leaving the school. If the student is unable to pay all such amounts before leaving the school, the student must make arrangements to pay such amounts that are acceptable to the school in its discretion. If the student fails to (a) make arrangements that are acceptable to the school prior to leaving the school or (b) fulfill the terms of any arrangements accepted by the school, the school will be forced to exercise all of its rights and remedies against the student to collect all such amounts, including, without limitation, referring the student's account to a collection agency.

Repeat
If a student repeats any course(s) in his or her program of study at the school, the student must pay all then current tuition and fees applicable to such program course(s).

FINANCIAL INFORMATION

Cancellation
The student's enrollment in the program will be canceled and all monies received by the school from or with respect to the student under the student's Enrollment Agreement with the school will be returned to the appropriate party(ies) within 30 days, if:

(a) the student notifies the school before the student's first day of recorded attendance in any program course that the student has canceled the student's Enrollment Agreement with the school; or

(b) the school cancels the program.

Refund
(a) If, during the first quarter that the student is enrolled in the program, the student withdraws or is terminated from:

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

- the entire cost of any tools purchased by the student from the school for use in that program course, and
- the following corresponding percentage of the tuition for that program course; and

CALENDAR WEEK OF THE QUARTER	PERCENTAGE OF THE TUITION
1st	10%
2nd	20%
3rd	30%
After the 3rd	100%

(2) the program during any of the following specified calendar weeks of the quarter, the student will also be obligated to the school for the following corresponding percentage of

- any Academic Fee charged to the student in that quarter, and

- the Administrative Fee.

CALENDAR WEEK OF THE QUARTER	PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE
1st	10%
2nd	20%
3rd	30%
After the 3rd	100%

(b) If, during any quarter that the student is enrolled in the program (other than the first quarter), the student withdraws or is terminated from:

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

- the entire cost of any tools purchased by the student from the school for use in that program course, and
- the following corresponding percentage of the tuition for that program course; and

CALENDAR WEEK OF THE QUARTER	PERCENTAGE OF THE TUITION
1st through 3rd	50%
After the 3rd	100%

(2) the program during any of the following specified calendar weeks of the quarter, the student will also be obligated to the school for the following corresponding percentage of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee.

CALENDAR WEEK OF THE QUARTER	PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE
1st through 3rd	50%
After the 3rd	100%

(c) The student's withdrawal or termination date for purposes of calculating any refund due under this section will be the student's last date of recorded attendance in a program course.

(d) Notwithstanding anything to the contrary above in this section:

(1) if the school determines that the student is (i) a member of the Iowa national guard or United States military reserve forces ("Member") or (ii) a spouse of a Member and has a dependent child, and the Member receives orders requiring active state military service or federal service or duty by the Member during any quarter, the student may:

- withdraw from the program during that quarter, in which case the student will not be obligated to the school for any tuition for the program course(s) that the student was registered to take in that quarter at the time of the student's withdrawal, any Academic Fee charged to the student in that quarter or the Administrative Fee;
- withdraw from any of the program courses that the student was registered to take in that quarter, in which case the student will not be obligated to the school for any tuition charged to the student for those program courses in that quarter; or
- arrange with the school to complete any of the program courses that the student was registered to take in that quarter by the end of the immediately succeeding quarter, in which case the student will not be deemed to have withdrawn from any such program courses; and

(2) if the student withdraws or is terminated from any program course or the program during any quarter, the student will remain obligated to the school for:

- all of the tuition, fees, cost of any tools and cost of any other supplies owed to the school for any previous attendance by the student at the school; and
- all other amounts owed to the school under the student's Enrollment Agreement with the school (including any addenda to the student's Enrollment Agreement with the school) and/or any other agreement between the student and the school.

(e) If, at the time the student withdraws or is terminated from any program course or the program, the school has received any monies for tuition, the Academic Fee, the Administrative Fee or any tools from or on behalf of the student in excess of the student's obligation for those items as provided in this section, the school will refund such excess to the appropriate party(ies) as specified below in this section.

(f) Any refund required under this section will be paid first to eliminate any outstanding balances for any student financial aid received by or with respect to the student in the following order and priority (unless applicable law requires otherwise) and within the time period prescribed by law:

1st: private or institutional student loans;	5th: unsubsidized Federal Direct Stafford loans;	9th: Federal Direct PLUS loans;
2nd: private or institutional parental loans;	6th: subsidized Federal Direct Stafford loans;	10th: state student loans; and
3rd: unsubsidized Federal Stafford loans;	7th: Federal Perkins loans;	11th: state parental loans.
4th: subsidized Federal Stafford loans;	8th: Federal PLUS loans;	

(g) The school will pay the student any refund remaining after all outstanding balances specified in Item (f) immediately above in this section are eliminated, within 60 days following:

(1) the student's last date of recorded attendance in a program course, if the school terminated the student from the program course or the program;

(2) the latter of

- the student's last date of recorded attendance in a program course,
- the date that the school received the student's written notice of withdrawal from a program course or the program, or
- the withdrawal date from a program course or the program specified in the student's written notice of withdrawal received by the school,

if the student withdrew from the program course or the program and the school received the student's written notice of withdrawal; or

(3) the 22nd consecutive calendar day after the student's last date of recorded attendance in a program course, if the student withdrew from the program course or the program and such calendar day occurred before any applicable date in Item (2) immediately above in this section.

Return of Federal Financial Aid

If the student withdraws or is terminated from the program, depending on when his or her withdrawal or termination occurs during the quarter, the student and/or his or her parent(s) may be ineligible to use a portion of any federal student financial aid awarded to the student and/or his or her parent(s) for use in that quarter.

(a) If the student's withdrawal or termination from the program occurs:

- within the first 60% of the quarter, the amount of federal student financial aid awarded for use in that quarter that the student and/or his or her parents may use is a proportional calculation based on the percentage of the quarter that has elapsed as of the student's withdrawal or termination date; or
- after the first 60% of the quarter, the student and/or his or her parents may use 100% of the federal student financial aid awarded for use in that quarter.

(b) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid remitted to the school to satisfy the student's obligation for tuition, fees or other costs of the student's education:

- federal law requires the school to return to the appropriate party(ies) such unusable aid;
- the school will advise the student of the amount of such unusable aid returned by the school; and
- the student will be liable for an amount equal to the portion of such unusable aid for which the student is obligated to the school under the Refund section above, and will immediately pay that amount to the school in full.

(c) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by the student and/or the parent(s) and not remitted to the school:

- federal law requires the student and/or the parent(s) to repay to the appropriate party(ies) such unusable aid; and
- the school will advise the student and/or the parent(s) of the amount of such unusable aid.

(d) Any return or repayment of unusable federal student financial aid required under this section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to the student in the following order and priority and within the time period prescribed by law:

1st: unsubsidized Federal Stafford loans;	5th: Federal Perkins loans;	9th: Federal Academic Competitiveness Grants;
2nd: subsidized Federal Stafford loans;	6th: Federal PLUS loans;	10th: Federal National Science and Mathematics Access to Retain Talent Grants; and
3rd: unsubsidized Federal Direct Stafford loans;	7th: Federal Direct PLUS loans;	11th: Federal SEOG Program aid.
4th: subsidized Federal Direct Stafford loans;	8th: Federal Pell Grants;	

NOTE: The Cancellation and Refund sections contained herein apply to a student who is a resident of the state in which the school is located. A student who is a non-resident will be subject to the Cancellation and Refund sections contained in the student's Enrollment Agreement with the school.

Cancellation and Refund Requests

Any cancellation or refund request by a student should be made in writing and mailed to: Director, ITT Technical Institute, 1860 N.W. 118th Street, Suite 110, Clive, Iowa 50325. If the student is a minor, however, the request must be made by the student's parent or guardian.

FINANCIAL ASSISTANCE

The school may, from time to time, provide the student with (a) information on federal, state and private education loans and grants, and other student financial aid (collectively, "Financial Assistance") for which he or she may apply to receive and/or (b) estimates of the amount of Financial Assistance for which he or she may qualify, but:

- the federal, state and private party providers determine the student's eligibility for any Financial Assistance;
- the federal, state and private party providers determine the amount of any Financial Assistance the student may receive, not the school;
- any Financial Assistance, including, without limitation, scholarships, may terminate at any time without notice;
- the student is responsible for applying for any Financial Assistance, not the school;
- the student is responsible for determining when and where to apply for any Financial Assistance; and
- the student is responsible for repaying the full amount of any Financial Assistance received in the form of a loan, plus interest and less any amount of the loan that may be refunded.

Federal Financial Aid Administered by the U.S. Department of Education

The school is designated as an eligible institution by the U.S. Department of Education ("DOE") for participation in the following federal programs. To apply for financial aid under the following federal programs, a student needs to complete and submit a Free Application For Federal Student Aid online, by PDF or by paper.

Federal Pell Grant Program

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or college of their choice. For eligible students, Federal Pell Grants are the "floor" or base upon which all other federal student financial aid is built. Current year awards range from $0 to $5,550. The amount a student may receive depends on the student's family's financial situation, the student's full- or part-time enrollment status and how much of the student's remaining education at the school falls within the current federal award year (July 1 through June 30). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor's degree from any institution.

Iraq and Afghanistan Service Grant Program

A student who is not eligible for a Federal Pell Grant, but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Federal Pell Grant for the current federal award year, but not to exceed the student's cost of attendance for that federal award year. An additional eligibility requirement is that the student must be either:

- under 24 years old; or
- enrolled at least part-time at the time of the parent's or guardian's death.

Federal Academic Competitiveness Grant Program

An eligible student may receive a federal Academic Competitiveness Grant of up to $750 for the student's first academic year of study and up to $1,300 for the student's second academic year of study. To be eligible for each academic year, a student must:

- be a U.S. citizen or an eligible noncitizen;
- be a Federal Pell Grant recipient;
- be enrolled at least half-time in a degree program;
- be enrolled in the first or second academic year of his or her program of study at an eligible two-year or four-year degree-granting institution;

- have successfully completed a rigorous secondary school program of study (after January 1, 2006, if a first-academic-year student, and after January 1, 2005, if a second-academic-year student);
- if a first-academic-year student, not have been previously enrolled in an Academic Competitiveness Grant-eligible undergraduate program while the student was still in high school or, if the student was in such a program, the courses must have been part of the student's high school program; and
- if a second-academic-year student, have successfully completed the student's first academic year and have a cumulative grade point average of at least 3.0 on a 4.0 scale.

The goal of this federal grant program is to encourage more students to pursue fields of study involving physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.

Federal National Science and Mathematics Access to Retain Talent ("SMART") Grant Program
An eligible student may receive a federal SMART Grant of up to $4,000 for each of the student's third and fourth academic years of study. To be eligible for each academic year, a student must:

- be a U.S. citizen or an eligible noncitizen;
- be a Federal Pell Grant recipient;
- be enrolled at least half-time in a bachelor degree program in a field of study involving physical, life or computer science, engineering, mathematics, technology, or a critical foreign language;
- be enrolled in a four-year degree-granting institution; and
- have a cumulative grade point average of at least 3.0 on a 4.0 scale for all courses in the student's program through the most recently completed payment period.

The goal of this federal grant program is to assist students who have demonstrated academic ability and require financial aid to help pay their cost of education.

Federal Work Study Program
The Federal Work Study Program ("FWS") provides jobs for eligible students who must earn funds to pay a portion of their educational expenses. A student enrolled at least half-time in an approved postsecondary educational institution may work in a governmental or nonprofit agency. The salary is generally the current minimum wage, unless the employer is willing to pay a higher wage rate for particular skills. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds at the institution. Only a limited number of FWS jobs are available on campus; information with respect to these campus positions is available from the Career Services Office.

Direct Subsidized Federal Stafford Loan Program
These loans are available to eligible students enrolled at least half-time in an eligible institution and are based on the financial need demonstrated by each student. An undergraduate student may borrow up to $3,500 for the first academic year, $4,500 for the second academic year and $5,500 for each of the third and subsequent academic years under this program. A graduate student may borrow up to $8,500 for each academic year under this program. The loan amounts will be pro rated for academic years of less than nine months. A student must repay his or her Direct Subsidized Federal Stafford Loans based on the amount borrowed, but no less than $50 per month, beginning six months after graduation or termination of studies. As of July 1, 2010, the maximum interest rate on a Direct Subsidized Federal Stafford Loan is 4.5% for undergraduate students and 6.8% for graduate students. Repayment of a Direct Subsidized Federal Stafford Loan may be deferred for up to three years for any student who: (1) is seeking and is unable to find full-time employment; (2) suffers economic hardship; or (3) returns to school and is enrolled at least half-time. As of July 1, 2010, a student is obligated for a 1.0% origination fee on each Direct Subsidized Federal Stafford Loan that the student receives. At the time of loan origination, the DOE will provide an interest rebate to Direct Subsidized Federal Stafford Loan borrowers. This rebate will be credited to the student's loan account. In order to keep this benefit, a student must make his or her first 12 required monthly payments on time. As of July 1, 2010, the interest rebate awarded by the DOE is 0.5%.

Direct Unsubsidized Federal Stafford Loan Program
These loans are available to eligible students enrolled at least half-time in an eligible institution and who do not demonstrate financial need. An undergraduate student who is classified as (a) independent or (b) dependent and whose parents fail to qualify for a Direct Federal PLUS Loan, may borrow up to $6,000 for each of the first two academic years and $7,000 for each of the third and subsequent academic years under this program. An undergraduate student who is classified as dependent and whose parents are not rejected for a Direct Federal PLUS Loan may borrow up to $2,000 for each academic year under this program. A graduate student may borrow up to $12,000 each academic year under this program. This loan was created so that any student, regardless of income, would be able to obtain a Federal Stafford Loan. The terms and conditions of the unsubsidized loan, including deferments, interest rate and loan charges, with few exceptions, are the same as the Direct Subsidized Federal Stafford Loan described above. However, a student must pay the interest on any Direct Unsubsidized Federal Stafford Loan during the time that the student is in school and during any deferment period. The maximum interest rate on a Direct Unsubsidized Federal Stafford Loan was 6.8%, as of the date this catalog was published. As of July 1, 2010, a student is obligated for a 1.0% origination fee on each Direct Unsubsidized Federal Stafford Loan that the student receives. At the time of loan origination, the DOE will provide an interest rebate to Direct Unsubsidized Federal Stafford Loan borrowers. This rebate will be credited to the student's loan account. In order to keep this benefit, a student must make his or her first 12 required monthly payments on time. As of July 1, 2010, the interest rebate awarded by the DOE is 0.5%.

Direct Federal PLUS Loan Program
Direct Federal PLUS Loans are for parent and graduate student borrowers. The maximum interest rate for Direct Federal PLUS Loans was 7.9%, as of the date this catalog was published. The interest rates charged on these loans may change, so the student must check

with the school for the current rate. As of the date this catalog was published, parents and graduate student borrowers are obligated for a 4% origination fee on each Direct Federal PLUS Loan they receive. At the time of loan origination, the DOE will provide an interest rebate to Direct Federal PLUS Loan borrowers. This rebate will be credited to the parent's or graduate student's loan account. In order to keep this benefit, a borrower must make his or her first 12 required monthly payments on time. As of July 1, 2010, the interest rebate awarded by the DOE is 1.5%. Direct Federal PLUS Loans enable parents and graduate students to borrow the cost of the student's education, less other aid received by the student. Direct Federal PLUS Loan borrowing is limited to parents and graduate students with a favorable credit history.

GI Bill Education Benefits

Some of the programs offered at ITT Technical Institute are approved by the Iowa State Approval Agency for the training of veterans, Ready Reservists, National Guard members, spouses and children of deceased or 100 percent disabled veterans, and, in some cases, spouses and children of active duty service members under Titles 10, 32 and 38 of the United States Code. Veterans desiring to train using the benefits of the GI Bill must first establish eligibility with the Department of Veteran's Affairs ("VA") by submitting Form 22-1990, Application for VA Education Benefits, or by applying online at www.gibill.va.gov. For a complete description of each VA education assistance program, go to the GI Bill website at www.gibill.va.gov. Service members on active duty or current members of the National Guard who are considering college should contact their post or unit education officer for full details and current tuition benefits. Veterans should contact the school's Finance Department with questions regarding institutional procedures for certifying enrollment.

NOTE: The regulations governing all federal financial assistance programs are subject to change. The Finance Department will have information regarding available programs, and will make available to the student a copy of the DOE publication "Funding Education Beyond High School: The Guide to Federal Student Aid 2011-12."

Private Loan Programs

PEAKS Private Student Loan Program

Loans under the PEAKS Private Student Loan Program (the "PEAKS Program") are made available to eligible students by Liberty Bank, N.A. The PEAKS Program was designed to help eligible students fill the funding gap when federal and state student financial aid sources do not fully cover the students' cost of education. PEAKS Program loans are not guaranteed by the federal government and may cost an eligible student more than federal loans. Under the PEAKS Program, an eligible student may borrow from $1,000 up to the cost of the student's ITT Technical Institute education, less all federal and state grant and loan aid received by the student and his or her parents for the student's ITT Technical Institute education, not to exceed:

- $35,000 in total for an associate degree program;
- $60,000 in total for a bachelor degree program (including any amount for an associate degree program); and
- $25,000 for a graduate degree program.

A student borrower can defer payments of principal and interest on his or her PEAKS Program loans during the student's enrollment. A student borrower must begin repaying his or her PEAKS Program loans:

- six months after the student graduates, unless he or she enrolls in another program at an ITT Technical Institute or Daniel Webster College on at least a half-time basis;
- three months after the student ceases to be enrolled at least half-time for any reason other than graduation, unless he or she enrolls in a program at an ITT Technical Institute or Daniel Webster College on at least a half-time basis; and
- in any event, 48 months following the first disbursement of his or her first PEAKS Program loan.

The maximum repayment period for PEAKS Program loans is 10 years. To qualify for a PEAKS Program loan:

- ITT Technical Institute must have received an Institutional Student Information Report ("ISIR") from the DOE for the borrower, which ISIR has been approved for Title IV federal student financial aid eligibility by the DOE;
- the borrower must have a U.S. address and a U.S. Social Security number, and must successfully meet Office of Foreign Asset Control screening requirements;
- the borrower must meet the lender's creditworthiness requirements;
- the borrower must be of majority age in his or her state of residence;
- the student must be accepted for enrollment or enrolled on at least a half-time basis at, or have graduated from, an ITT Technical Institute; and
- the student must have completed by the loan application date a minimum of 20 quarter credit hours (or the equivalent) of credit for college-level courses.

As of the date this catalog was published:

- an origination fee ranging from 0% to 10% of the loan amount was charged on a PEAKS Program loan, based on the creditworthiness of the borrower;
- the interest rate charged on a PEAKS Program loan was a variable rate that ranged from the prime rate plus 12.5% for the least creditworthy eligible borrowers to the prime rate plus 2.5% for the most creditworthy eligible borrowers, not to exceed 25% per annum; and

- the interest rate charged on a PEAKS Program loan adjusts monthly based on the prime rate that is in effect on the 17th day of the immediately preceeding month (or if not published on that day, the next day on which the prime rate is published).

The following model disclosure form for loans under the PEAKS Program contains information that the Federal Reserve Board requires to be disclosed to students and their families:

PRIVATE EDUCATION LOAN APPLICATION AND SOLICITATION DISCLOSURE

CREDITOR:
LIBERTY BANK, N.A.
25201 Chagrin Blvd. #120
Beachwood, OH 44122

Loan Interest Rates & Fees

Your starting interest rate will be between

5.75% and 15.75%

After the starting rate is set, your rate will then vary with the market.

Your Starting Interest Rate (upon approval)
The starting interest rate you pay will be determined after you apply. It will be based on your credit history. If approved, we will notify you of the rate you qualify for within the stated range.

Your Interest Rate during the life of the loan
Your rate is variable. This means that your actual rate varies with the market and could be lower or higher than the rates on this form. The variable rate is based upon the U.S. Prime Rate, as published by *The Wall Street Journal*. For more information on this rate, see Reference Notes.

Although the rate will vary after you are approved, **it will never exceed 25%** (the maximum allowable for this loan).

Loan Fees
Loan Origination Fee: The fees that we charge to make this loan range from 0% to 10% of the total loan amount.
Late Charge: $10.00 for each payment that is more than 15 days late.

Loan Cost Examples

The total amount you will pay for this loan will vary depending upon when you start to repay it. This example provides estimates based upon two (2) different repayment options available to you while enrolled in school and during your six-month grace period.

Repayment Option (while enrolled in school)	**Amount Provided** (amount provided directly to your school)	**Interest Rate** (highest possible starting rate)	**Loan Term** (how long you have to pay off the loan)	**Total Paid Over 10 Years** (includes associated fees)
1. DEFER PAYMENTS Make no payments while enrolled and during grace period. Interest will be charged and added to your loan.	$10,000.00	15.75%	10 years Starting after the deferment period	$32,393.98
2. PAY ONLY THE INTEREST Make interest payments but defer payments on the principal amount while enrolled in school.	$10,000.00	15.75%	10 years Starting after the deferment period	$26,237.77

About this example
The repayment example assumes that you remain in school for 2 years and have a 6-month grace period before beginning repayment. It is based on the **highest starting rate and the highest origination fee currently charged**. Repayment will last 10 years, starting once the initial principal payment is made.

T.11 A

Federal Loan Alternatives

Loan program	Current Interest Rates by Program Type
PERKINS For Students	5.0% fixed
STAFFORD For Students	4.5% fixed Undergraduate subsidized 6.8% fixed Undergraduate unsubsidized and Graduate
PLUS For Parents and Graduate/Professional Students	8.5% fixed Federal Family Education Loan 7.9% fixed Federal Direct Loan

You may qualify for Federal education loans.
For additional information, **contact your school's financial aid office or the Department of Education at:**

www.federalstudentaid.ed.gov

Next Steps

1. **Find out about other loan options.**
   Some schools have school-specific student loan benefits and terms not detailed on this form. Contact your school's financial aid office **or visit the Department of Education's web site at:** www.federalstudentaid.ed.gov for more information about other loans.

2. **To apply for this loan, complete the application and the self-certification form**. You may get the certification form from your school's financial aid office. If you are approved for this loan, the loan terms will be available for 30 days (terms will not change during this period, except as permitted by law and the variable interest rate may change based on the market).

REFERENCE NOTES

Variable Interest Rate:

- This loan has a variable Interest Rate that is based on a publicly available index, the U.S. Prime Rate as published in *The Wall Street Journal*. Your rate will be calculated each month by adding a margin between 2.5% and 12.5% to the current index, rounded up to the nearest one-eighth of one percent (0.125%).
- The rate will not increase more than once a month, but there is no limit to the amount that the rate could increase at one time.

Borrower Eligibility Criteria

- Must be a U.S. citizen/national or eligible noncitizen with a U.S. address and a valid U.S. Social Security number.
- Must be a returning student as defined by the school
- Must be enrolled or accepted for enrollment at least half time as defined by the school at, or have graduated from, either an ITT Technical Institute or a Daniel Webster College campus
- Must be the age of majority in your state of residence at the time of application

Bankruptcy Limitations
This is an education loan. If you file for bankruptcy, you may still be required to pay back this loan.

More information about loan eligibility and repayment deferral or forbearance options is available in your loan application and loan agreement.

T.11 A

Student CU Connect Private Student Loan Program
Loans under the Student CU Connect Private Student Loan Program (the "CUCLP") are made available to eligible students by Eli Lilly Federal Credit Union. The CUCLP was designed to help eligible students fill the funding gap when federal and state student financial aid sources do not fully cover the students' cost of education. CUCLP loans are not guaranteed by the federal government and may cost an eligible student more than federal loans. Under the CUCLP, an eligible student may borrow from $1,000 up to the cost of the student's ITT Technical Institute education, less all federal and state grant and loan aid received by the student and his or her parents for the student's ITT Technical Institute education, not to exceed:

- $35,000 in total for an associate degree program;
- $60,000 in total for a bachelor degree program (including any amount for an associate degree program); and
- $25,000 for a graduate degree program.

A student borrower can defer payments of principal and interest on his or her CUCLP loans during the student's enrollment. A student borrower must begin repaying his or her CUCLP loans:

- six months after the student graduates, unless he or she enrolls in a new program at an ITT Technical Institute;
- three months after the student's enrollment at an ITT Technical Institute ends for any reason other than graduation, unless he or she reenrolls in any program at an ITT Technical Institute; and
- in any event, seven years following the first disbursement of his or her CUCLP loans.

The maximum repayment period for CUCLP loans is 10 years. To qualify for a CUCLP loan:

- the borrower and any cosigner must be a U.S. citizen, U.S. national or permanent resident alien;
- the borrower or cosigner(s) must meet the lender's creditworthiness requirements;
- the borrower and cosigner(s) must be of majority age in his or her state of residence;
- the student must have graduated from or be attending an ITT Technical Institute on a full-time, half-time or less than half-time basis; and
- the student must possess a minimum of 20 quarter credit hours of credit for college-level courses.

As of the date this catalog was published:

- an origination fee ranging from 0% to 10% of the loan amount was charged on a CUCLP loan, based on the creditworthiness of the borrower or whether there was a cosigner;
- the interest rate charged on a CUCLP loan was a variable rate that ranged from the prime rate plus 13.0% for the least creditworthy eligible borrowers without a cosigner to the prime rate plus 1.5% for the most creditworthy eligible borrowers, not to exceed 18%; and
- the interest rate charged on a CUCLP loan adjusts monthly based on the prime rate that is in effect on the third to last business day of the immediately preceeding month.

The following model disclosure form for loans under the CUCLP contains information that the Federal Reserve Board requires to be disclosed to students and their families:

Private Education Loan
Application and Solicitation Disclosure

CREDITOR:
Eli Lilly Federal Credit Union
PO Box 7580
Tempe, AZ 85281-0020

Loan Interest Rate & Fees

Your **starting interest rate** will be between

4.75% and 16.25%

After the starting rate is set, your rate will then vary with the market

Your Starting Interest Rate (upon approval)

The starting interest rate you pay will be determined after you apply. It will be based upon your credit history and other factors (co-signer credit, etc). If approved, we will notify you of the rate you qualify for within the stated range.

Your Interest Rate during the life of the loan

Your rate is variable. This means that your rate could move lower or higher than the rates on this form. The variable rate is based upon the Prime Rate for U.S. banks (as published in the *Wall Street Journal*). For more information on this rate, see the reference notes.

Although the rate will vary after you are approved, it will **never exceed the maximum rate allowable for this loan under applicable law, which is currently 18%**.

LOAN FEES
Origination Fee: The fees that we charge to make this loan range from 0% to 10% of total loan amount.
Late Charge: The lesser of 5% of the installment, or $10.00.

Loan Cost Example
The total amount you will pay for this loan will vary depending upon when you start to repay it.

Repayment Option (while enrolled in school)	**Amount Provided** (amount provided directly to you or your school)	**Interest Rate** (highest possible starting rate)	**Loan Term** (how long you have to pay off the loan)	**Total Paid over 10 years** (includes associated fees)
DEFER PAYMENTS Make no payments while enrolled in school. Interest will be charged and added to your loan.	$10,000	16.25%	10 years starting after the deferment period	**$36,962.35**

About this example
The repayment example assumes that you remain in school for 4 years and have a 6 month grace period before beginning repayment. It is based on the **highest starting rate currently charged** and associated fees.

Federal Loan Alternatives

Loan program	Current Interest Rates by Program Type
PERKINS for Students	5% fixed
STAFFORD for Students	4.5% fixed Undergraduate subsidized
	6.8% fixed Undergraduate unsubsidized & Graduate
PLUS for Parents and Graduate / Professional Students	8.5% fixed Federal Family Education Loan
	7.9% fixed Federal Direct Loan

You may qualify for Federal education loans under Title IV of the Higher Education Act of 1965. For additional information, **contact your school's financial aid office or the Department of Education at:**

www.federalstudentaid.ed.gov

Next Steps

1. **Find Out About Other Loan Options.**
   Some schools have school-specific student loan benefits and terms not detailed on this form. Contact your school's financial aid office or visit the Department of Education's web site at: www.federalstudentaid.ed.gov for more information about other loans.

2. **To Apply for this Loan, complete the Application and the Self-Certification Form.**
   You may get the certification form from your school's financial aid office. If you are approved for this loan, the loan terms will be available for 30 days (terms will not change during this period, except as permitted by law and the variable interest rate may change based on the market).

REFERENCE NOTES

Variable Interest Rate

- This loan has a variable interest rate, that is based on a publicly available index, the Prime Rate for U.S. banks published in the "Money Rates" section of *The Wall Street Journal* published three (3) business days before the end of the preceding month, or if not published that day, the next day before the end of the preceding month that it is published. Your rate will be calculated each month by adding a margin between 1.5% and 13.0% to the Prime Rate.
- The rate will not increase more than once a month, but there is no limit on the amount that the rate could increase at one time. Your rate will never exceed the maximum rate allowable for this loan under applicable law, which is currently 18% but may change.

Eligibility Criteria

Borrower

- Must be enrolled at an eligible school at least half-time.
- Must be 18 years or older at the time you apply.

Co-signers

- Rates are typically higher without a co-signer.
- Must be 18 years or older at the time of loan application.

Bankruptcy Limitations

- If you file for bankruptcy you may still be required to pay back this loan.

More information about loan eligibility and repayment deferral or forbearance options is available in the Application & Promissory Note.

Institutional Scholarships

President's Scholarship
The primary purpose of the President's Scholarship is to encourage graduates of an ITT Technical Institute associate degree program who have demonstrated above-average academic achievement to obtain a higher level of education. The President's Scholarship is available to eligible new students who begin a bachelor degree program of study at an ITT Technical Institute. At the end of each quarter that an eligible student is enrolled in a bachelor degree program, the school will determine if the student qualifies for a President's Scholarship award for that quarter. If the eligible student qualifies for a particular quarter, the student will receive a President's Scholarship award in the form of a retroactive 20% reduction in the cost per credit hour for each course taken by the student in that quarter that has a "✪" printed next to its course number in the Program Outline for that bachelor degree program, as shown in the Curricula section of this catalog.

Eligibility Requirements – To be eligible for the President's Scholarship, a student must:

- first begin attending classes in a bachelor degree program of study at an ITT Technical Institute on or after September 8, 2008; and
- have graduated from an ITT Technical Institute associate degree program of study with an overall cumulative grade point average of at least 3.0 for all of the courses included in that program prior to attending classes in a bachelor degree program of study.

Qualification Requirements – To qualify for a President's Scholarship award for a particular quarter, the student must:

- be enrolled at all times during that quarter in courses in his or her bachelor degree program that represent at least 12 quarter credit hours; and
- at the end of that quarter, be making satisfactory academic progress and have an overall cumulative grade point average of at least 3.0 for all courses taken in his or her bachelor degree program of study.

Upon admission to a bachelor's degree program of study at the school, the student must contact the school's Finance Department to determine if he or she is eligible for the President's Scholarship. If the school determines that the student satisfies the eligibility requirements of the President's Scholarship upon admission to a bachelor's degree program at the school, the student will have the opportunity to qualify for a President's Scholarship award for each quarter of attendance in his or her bachelor degree program. An eligible student may not receive a President's Scholarship award for more than eight quarters of the student's enrollment in his or her bachelor degree program.

FIRST/ITT Technical Institute Scholarship
FIRST (For Inspiration and Recognition of Science and Technology) is a non-profit organization whose mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. The ITT Technical Institutes recognize the positive effects of *FIRST* programs in encouraging learning in science and technology and in fostering character development and teambuilding skills.

Scholarship Description
To further the goals of *FIRST*, each participating* ITT Technical Institute intends to award one scholarship annually to a *FIRST* Robotics Competition (FRC) or *FIRST* Tech Challenge (FTC) participant in the *FIRST* Region. The scholarship award will be in the amount of $18,000 ($9,000 per year) to be applied toward any associate's degree program offered at the school. The scholarship also may be used at other ITT Technical Institute locations. Scholarship funds will be applied over the length of the program.

Eligibility Requirements

- An applicant must be a junior or senior in high school at the time the application is submitted.
- An applicant must be able to demonstrate active participation on a *FIRST* team located in the *FIRST* region during the school year in which the scholarship application is submitted.
- An applicant must apply to a participating ITT Technical Institute within the *FIRST* Region in which the applicant's team resides.

Selection Criteria

- Interest in mathematics, science and technology as demonstrated by the applicant's high school grades.
- Leadership and team skills as demonstrated by the nature of participation on a *FIRST* team.

Application Process

- Applications will be accepted only by a participating ITT Technical Institute located in the *FIRST* Region in which the applicant's team resides.
- Applications must be received by the participating ITT Technical Institute no later than 5 p.m. on Friday, April 13, 2012.
- Applications should be addressed to the Dean at the participating ITT Technical Institute in the *FIRST* Region in which the applicant's team resides.
- Applications **must include all of the following** to be considered:
    - Completed application form, available from participating ITT Technical Institutes or on the *FIRST* website located at www.usfirst.org/scholarships.
    - Official high school transcript.
    - Letter of recommendation from an adult sponsor of the applicant's *FIRST* team that describes the applicant's level of participation on and commitment to the *FIRST* team.

- Letter written by the applicant describing what he or she learned about mathematics, science or technology through participation on the FIRST team. This letter should be between 500 and 600 words in length.
- ITT Technical Institute reserves the right not to award the scholarship if there are no applicants who meet the minimum criteria.

Scholarship Award Requirements

- The scholarship recipient must meet the admission requirements of ITT Technical Institute.
- The scholarship recipient must maintain a cumulative grade point average (GPA) of 3.0 in order to maintain the scholarship. If the student's cumulative GPA drops below 3.0, scholarship funds will not be applied toward tuition payments until the cumulative GPA has been restored to 3.0.
- The scholarship is transferable to other ITT Technical Institutes, but not transferable to non-ITT Technical Institutes. Please note there will there be no refund of dollars if the student withdraws from a course or from the program of study.
- The recipient must begin his or her program of study at the ITT Technical Institute of choice by December 31st of the year in which the recipient graduates from high school.

*For a list of participating ITT Technical Institutes, please visit: www.usfirst.org/scholarships-itttech. For an application, please visit www.usfirst.org/scholarships-itttech-app.

Non-Institutional Scholarships

Champagne Scholarship

The primary purpose of the Champagne Scholarship is to provide and encourage higher education for working adults by helping to lessen the financial burden of going to college. The Champagne Scholarship Fund is a non-profit organization that intends to award Champagne Scholarships each academic quarter to students who are in their first academic quarter of attendance at the school, meet the eligibility requirements and are selected by the Champagne Scholarship Fund. A Champagne Scholarship award is for a total of $3,000. A Champagne Scholarship award is disbursed to the school for application to the recipient's account in two equal installments of $1,500 each. The first installment is disbursed at the start of the recipient's second academic quarter of attendance at the school, and the second installment is disbursed at the start of the recipient's third academic quarter of attendance at the school.

Eligibility Requirements:

- The recipient must complete and submit a Champagne Scholarship Application.
- The recipient must be enrolled full-time in a program of study at the school.
- The recipient must be a U.S. citizen.
- The recipient must have a $0 Expected Family Contribution ("EFC") as determined under the DOE's regulations. The recipient's EFC will be determined based on the recipient's information used to apply for federal student financial aid in his or her first academic year of study at the school.
- The recipient must be enrolled full-time in a program of study at the school at the time of each disbursement of the Champagne Scholarship award.
- The recipient must be classified as an independent student under the DOE's federal student financial aid regulations.
- The recipient must be making satisfactory academic progress in his or her program of study at the school at the time of each disbursement of the Champagne Scholarship award.
- A recipient is only eligible to receive one Champagne Scholarship award.
- Unless specifically authorized by the Champagne Scholarship Fund, any subsequent disbursement(s) of the Champagne Scholarship with respect to the recipient will be cancelled if the recipient fails at any time to be enrolled full-time in a program of study at the school during the recipient's first academic year of study at the school.

Selection Criteria:

- The Champagne Scholarship Fund will determine each recipient of the Champagne Scholarship.
- The Champagne Scholarship Fund will make its determination based on its review of the applicant's information contained in the Champagne Scholarship Application and information obtained from the school regarding the applicant's satisfactory academic progress and EFC.

The school makes no representation or promise whatsoever that any student will receive any of the Financial Assistance described above. The availability of Financial Assistance does not imply that the federal government, state government, any of their agencies, any private lender or any other source of Financial Assistance guarantees the quality of instruction or the truth or accuracy of any representation contained herein.

FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT AND DISCLOSURES

Federal education loans and private education loans (collectively, "Loans") are two types of financial aid that are available to qualifying ITT Technical Institute students and their parents. It is important for ITT Technical Institute student and parent borrowers to understand ITT Technical Institute's position with respect to Lenders, which are defined to include:

- private lenders who make Loans that ITT Technical Institute student and parent borrowers can use to help pay the cost of an ITT Technical Institute education;
- the entities that service, guaranty and/or securitize those Loans; and
- the entities, such as trade or professional associations, that receive money related to Loan activities from those private lenders, servicers, guarantors and securitizers.

Code of Conduct: ITT Technical Institute has adopted the following code of conduct with respect to Lenders:

(1) ITT Technical Institute officers and employees (collectively, "Agents") will avoid real and perceived conflicts of interest between their duties and responsibilities at ITT Technical Institute and the Loans or other student financial aid made available to qualifying ITT Technical Institute students and their parents.

(2) No Agent will solicit, accept or receive any Gift (as defined below) from a Lender.

(3) No Agent who is employed in the institute's Finance Department or has any responsibilities with respect to student financial aid will:

- serve or participate on any advisory board, commission or group established by a Lender; or
- accept from a Lender or an affiliate of a Lender any fee, payment or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to, or on behalf of, a Lender relating to federal or private Loans.

(4) An Agent, who is not employed in the institute's Finance Department or does not have any responsibilities with respect to student financial aid, may serve on any board of any publicly traded or privately held company and solicit, accept and receive remuneration or expense reimbursement related thereto, regardless of whether that company is a Lender.

(5) ITT Technical Institute will not:

- accept or request any Gift from a Lender in exchange for any advantage or consideration provided to that Lender related to the Lender's Loan activities;
- solicit, accept or receive any payments, referral fees, revenue sharing or similar financial arrangements from any Lender in exchange for referring or recommending that Lender to ITT Technical Institute's student and parent borrowers;
- permit any employee or other agent of a Lender to:
  - identify himself or herself to ITT Technical Institute's student or parent borrowers as an employee, representative or agent of ITT Technical Institute; or
  - work in the Finance Department or any call center operation of ITT Technical Institute;
- direct any of its student or parent borrowers to any electronic promissory notes or other loan agreements with respect to any Lender's Loans that do not provide the student or parent borrowers with a reasonable and convenient alternative to select their Lender for a particular type of Loan and complete that Lender's Loan documentation;
- refuse to certify, or delay certification of, any Lender's Loan based on the Lender selected by its student or parent borrowers; or
- request or accept from any Lender any offer of funds to be used for private Loans to its student or parent borrowers, in exchange for ITT Technical Institute providing concessions or promises to the Lender:
  - that may prejudice any other of its student or parent borrowers; or
  - in the form of a specified number of federal or private Loans, a specified volume of those Loans or a preferred lender arrangement with respect to those Loans.

(6) ITT Technical Institute will allow all of its student and parent borrowers to select the Lender of their choice, and will not otherwise assign any of its student or parent borrowers' Loans to a particular Lender.

(7) If ITT Technical Institute refers or recommends any Lender(s) to its student or parent borrowers, ITT Technical Institute will:

- disclose the process by which it selected the Lender(s), including the method and criteria that it used in determining to refer or recommend the Lender(s) and the relative importance of those criteria;
- disclose to students and their parents that they are free to use any Lender;
- only refer or recommend a Lender that, as a whole, it has determined offers Loans that have competitive rates, terms, borrower benefits, services and loan administration (collectively, "Terms");
- review annually the competitiveness of the Terms of the Loans offered by the Lender(s) that it refers or recommends to its student and parent borrowers;
- update annually the Lender(s) that it refers or recommends to its student and parent borrowers;
- obtain each Lender's assurance that any repayment benefits that the Lender advertised with respect to the Lender's Loans made to its student and parent borrowers will continue to apply to those Loans, regardless of whether the Lender sells those Loans;
- inquire whether the Lender has any agreement to sell the Loans made to its student and parent borrowers to an unaffiliated Lender and, if the Lender informs ITT Technical Institute that the Lender has such an agreement, ITT Technical Institute will disclose that information to its student and parent borrowers; and
- not refer or recommend any Lender more favorably for a particular type of Loan, in exchange for the Lender providing more favorable Terms to student or parent borrowers in connection with a different type of Loan.

(8) "Gift" is defined as any money, discount, favor, gratuity, inducement, loan, stock, prize or thing of value, including, without limitation, any entertainment, hospitality, service, honoraria, transportation, lodging, meal, registration fee, forbearance, promise, computer hardware, printing or assistance with call center or Finance Department staffing, whether provided in kind, by purchase

of a ticket, payment in advance or by reimbursement. A Gift to a family member of an Agent, or to any other individual based on that individual's relationship with an Agent, is considered to be a Gift to the Agent, if:

- the Gift was given with the knowledge and acquiescence of the Agent; and
- the Agent has reason to believe that the Gift was given because of the Agent's duties or responsibilities at ITT Technical Institute;

A "Gift" does not include, however, any of the following:

- standard informational material, activities or programs on issues related to a Lender's Loan, default aversion, default prevention or financial literacy, such as a brochure, workshop or training;
- food, refreshments, training or informational material furnished to an Agent as an integral part of a training session that is designed to improve the Lender's service to ITT Technical Institute, if such training contributes to the professional development of the Agent;
- favorable Terms on a Lender's Loan provided to a student employed by ITT Technical Institute, if such Terms are comparable to those available to all ITT Technical Institute students;
- educational counseling, financial literacy or debt-management materials provided to borrowers, if the identification of any Lender that assisted in preparing, providing or paying for any of those materials is disclosed on the materials;
- entrance and exit counseling services provided by Lenders to student borrowers to meet ITT Technical Institutes' responsibilities under federal law, provided that:
    - ITT Technical Institute staff is in control of the services;
    - the services are not provided in-person by any Lenders; and
    - the Lender does not promote or secure applications for its Loans or other products or services during the provision of those services;
- items of de minimus value that are offered as a form of generalized marketing or advertising, or to create good will; and
- other services provided by Lenders to ITT Technical Institute or an Agent that are identified and approved by the U.S. Department of Education ("DOE").

Disclosures:

(1) All Agents with responsibilities for Loans or other student financial aid are required to obtain annual training on the Code of Conduct above.

(2) Student and parent borrowers:

- **may qualify for federal student financial aid available at ITT Technical Institute, and are advised to consider all federal student aid that is available, which:**
    - **is specified in ITT Technical Institute's school catalog;**
    - **is explained in detail in The Guide to Federal Student Aid, published by the DOE and available at http://studentaid.ed.gov/students/publications/student_guide/index.html; and**
    - **includes federal Loans, which may charge lower rates of interest and offer other more favorable Terms than private Loans, which may cost borrowers more than federal Loans;**
- **have the right and ability to select the Lender of their choice;**
- **are not required to use any Lender referred or recommended by ITT Technical Institute; and**
- **will not be penalized for selecting a Lender that is not referred or recommended by ITT Technical Institute.**

(3) The maximum amount of federal grant and federal Loan aid available at ITT Technical Institute is as follows:

Type of Grant or Loan	Maximum Amount Subject to Qualification[1]
Federal Pell Grant	$0 to $5,550 for the 2010/2011 award year
Federal Academic Competitiveness Grant	Up to $750 for the first academic year Up to $1,300 for the second academic year
Federal National Science and Mathematics Access to Retain Talent Grant	Up to $4,000 for each of the third and fourth academic years
Federal Supplemental Education Opportunity Grant	$100 to $4,000 for each academic year
Direct Subsidized Federal Stafford Loan	Up to $3,500 for the first academic year Up to $4,500 for the second academic year Up to $5,500 for each of the third and subsequent academic years Up to $8,500 for each academic year of a graduate degree program
Direct Unsubsidized Federal Stafford Loan	
(a) Undergraduate (i) independent student or (ii) dependent student whose parents fail to qualify for a Direct Federal PLUS Loan	Up to $6,000 for each of the first and second academic years Up to $7,000 for each of the third and subsequent academic years
(b) Undergraduate dependent student whose parents are not rejected for a Direct Federal PLUS Loan	Up to $2,000 for each academic year
(c) Graduate student	Up to $12,000 for each academic year
Direct Federal PLUS Loan	Up to the cost of the student's education each academic year, less all other federal aid received

(1) The maximum amount listed is the amount that is in effect as of July 1, 2010. The actual amount available to a student or parent borrower is subject to the borrower's qualification pursuant to DOE regulations and the moneys available under each program from time to time.

(4) Specific disclosures for private Loans:

- ITT Technical Institute typically refers student and parent borrowers to the following list of Lenders of private Loans ("Private Lenders") to assist its students in obtaining financial aid to help pay their cost of education that federal student financial aid does not cover:
    - Liberty Bank, N.A. ("LB"), or
    - Eli Lilly Federal Credit Union ("ELFCU")
- LB is not affiliated with any of the other Private Lenders. ELFCU is not affiliated with any of the other Private Lenders.
- ITT Technical Institute believes that many of its students would be unable to pursue and pay the cost of their education without access to private Loans, because, in many cases, the amount of other available financial resources is insufficient or those resources are inaccessible for student and parent borrowers to use to cover the students' cost of education.
- ITT Technical Institute typically refers the Private Lenders to student and parent borrowers, because of the Terms and availability of their private Loans. ITT Technical Institute compares the Terms of private Loans that Lender's may offer to ITT Technical Institute student or parent borrowers on an annual basis through an informal process. The most important Terms include the interest rates and fees charged on the private Loans, the borrower benefits associated with the private Loans (such as repayment benefits and loan consolidation), the credit criteria that borrowers must satisfy to qualify for the private Loans and various aspects of the administration of the private Loans (such as the manner and ease by which the private Loans are processed, funded and serviced).
- ITT Technical Institute believes that the Terms of the Private Lenders' private Loans are highly competitive with the Terms of private Loans offered by other Lenders that may be available to ITT Technical Institute student and parent borrowers. ITT Technical Institute's goal is to refer Lenders that offer to ITT Technical Institute student and parent borrowers, as a whole, private Loans with highly competitive Terms, and that administer those private Loans efficiently. The general Terms of the private Loans offered by the Private Lenders to ITT Technical Institute student and parent borrowers were determined through negotiations conducted on behalf of all of the ITT Technical Institutes across the country. ITT Technical Institute believes that

this approach can generally help reduce the rates and improve the other Terms of the private Loans, because the number of potential borrowers attending all of those institutions combined is much greater than the number attending a single ITT Technical Institute campus and, therefore, more attractive to the Private Lenders. **ITT Technical Institute cannot assure any student or parent borrower, however, that the Terms of the Private Lenders' private Loans contain lower rates or other Terms that are more beneficial, or are administered more efficiently, than private Loans offered by other Lenders that a student or parent borrower may be able to obtain.**

- The Private Lenders have made assurances that any repayment benefits advertised with respect to any private Loans that student and parent borrowers obtain from any of the Private Lenders will continue to apply to their private Loans, regardless of whether that Private Lender sells their private Loans.

- The Private Lenders may now or in the future have an agreement to sell the private Loans made to ITT Technical Institute's parent and student borrowers to unaffiliated Lenders.

- ITT Technical Institute encourages student and parent borrowers to:
  - shop around to obtain private Loans from Lenders who offer the best combination of Terms for the borrower's particular circumstances;
  - choose Lenders that can process and fund the borrower's private Loans electronically, in order to avoid a slower paper process which may result in delays in funding the borrower's private Loans; and
  - make certain that all repayment benefits advertised by the Lender with respect to the borrower's private Loans (such as discounts for a certain number of consecutive timely private Loan payments) are specified in the borrower's private Loan documents and will remain part of the Terms if the private Loans are subsequently sold by the Lender.

ITT Technical Institute's financial aid professionals are available to assist student and parent borrowers and answer any questions that they may have regarding the federal and private Loans available for those who qualify.

STUDENT SERVICES

Career Services

The school's career services as specified below, are available to students and interested graduates, but the school does not make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether full-time, part-time, upon graduation, during school, related to his or her education or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment that the student or graduate may obtain, whether during school or upon graduation. No employment information or career service provided by the school to any student or graduate will be considered by the student or graduate, either expressly or impliedly, as any: (a) guarantee or promise of employment; (b) likelihood of employment; (c) indication of the level of employment or compensation any student or graduate may expect; or (d) indication of the types or job titles of positions for which students or graduates may qualify. Students and graduates are encouraged to not place restrictions on their job search endeavors regarding location, starting salary or specific benefits, as doing so may similarly restrict employment options and opportunities. Any employment that a student or graduate may obtain with the help of the school's career services will, in all probability and likelihood, be at an entry-level position.

Part-time Career Services

The school will assist any interested student in finding part-time work during his or her enrollment in a program of study at the school. The student must schedule his or her part-time employment so it does not interfere with the student's Class Schedule.

Graduate Career Services

The student will be advised of job postings and interview opportunities. Students will also be advised of where to access information on how to prepare for and appear at job interviews and how to conduct himself or herself during job interviews. The school offers helpful reference sources to assist the student in locating firms and geographic areas within the United States that offer employment opportunities related to his or her education. Job search activities generally intensify as the student nears graduation, so the student is encouraged to maintain contact with the Career Services Department and utilize its assistance. The Career Services Department is available to consult with any interested student regarding career opportunities that may be available to him or her upon graduation. Alumni are also welcome to contact the Career Services Department for information on career opportunities. The graduate may have to relocate to take advantage of employment opportunities he or she may receive from potential employers.

Preparatory Offering

All students are strongly encouraged to utilize the services and tools offered by the school to help them improve their preparation for the math and verbal coursework in their programs.

Housing Assistance
The student may obtain from the school a list of potential housing accommodations within the vicinity of the school. The school does not operate any on- or off-campus housing. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability and general rental matters such as lease requirements, security deposits, furniture rentals and utilities. The student and his or her parents are, however, solely responsible for the student's housing arrangements, as well as the student's security and safety.

Student Activities
The school encourages student activities to help develop individual initiative, group leadership and cooperation. It is a goal of the school to help provide students with the opportunity to participate in activities which relate to educational objectives, satisfy social needs, provide recreational opportunities and encourage cultural enrichment. School-related student activities must be sanctioned, approved and supervised by the school.

CAMPUS INFORMATION

History of Main Campus - ITT Technical Institute, Indianapolis, Indiana
ITT Technical Institute, Indianapolis, opened in 1956. ITT Corporation acquired the Sams Company and the school in 1966. This school was one of the three original schools of ITT Educational Services, Inc. The school now offers associate's degree programs of study in Business Accounting Technology, Business Administration, Computer and Electronics Engineering Technology, Computer Drafting and Design, Computer Forensics, Construction Technology, Criminal Justice, Health Information Technology, Information Systems Administration, Information Technology - Computer Network Systems, Information Technology - Multimedia, Information Technology - Software Applications and Programming, Nursing, Paralegal Studies, Software Development Technology, Visual Communications and Web Design, bachelor's degree programs of study in Business Accounting Technology, Business Administration, Construction Management, Criminal Justice, Criminal Justice - Cyber Security, Digital Entertainment and Game Design, Electronics and Communications Engineering Technology, Industrial Automation Engineering Technology, Information Systems Security, Project Management, Software Applications Development, Software Engineering Technology and Technical Project Management, and a master's degree program of study in Business Administration.

The following locations are branches of ITT Technical Institute, Indianapolis: Akron, Ohio; Albany, New York; Albuquerque, New Mexico; Arlington, Texas; Arnold, Missouri; Atlanta, Georgia; Aurora, Colorado; Austin, Texas; Baton Rouge, Louisiana; Bensalem, Pennsylvania; Bessemer, Alabama; Boise, Idaho; Brooklyn Center, Minnesota; Canton, Michigan; Cary, North Carolina; Cedar Rapids, Iowa; Chantilly, Virginia; Charlotte North, North Carolina; Charlotte South, North Carolina; Chattanooga, Tennessee; Clive, Iowa; Clovis, California; Columbia, South Carolina; Columbus, Ohio; Concord, California; Cordova, Tennessee; Corona, California; Culver City, California; Dayton, Ohio; Dearborn, Michigan; DeSoto, Texas; Duluth, Georgia; Dunmore, Pennsylvania; Durham, North Carolina; Earth City, Missouri; Eden Prairie, Minnesota; Fort Lauderdale, Florida; Fort Myers, Florida; Fort Wayne, Indiana; Getzville, New York; Green Bay, Wisconsin; Greenfield, Wisconsin; Greenville, South Carolina; Harrisburg, Pennsylvania; Henderson, Nevada; High Point, North Carolina; Hilliard, Ohio; Houston, Texas (North Freeway); Houston, Texas (South Gessner); Huntington, West Virginia; Jacksonville, Florida; Johnson City, Tennessee; Kansas City, Missouri; Kennesaw, Georgia; King of Prussia, Pennsylvania; Knoxville, Tennessee; Lake Mary, Florida; Las Vegas, Nevada; Lathrop, California; Lexington, Kentucky; Little Rock, Arkansas; Liverpool, New York; Louisville, Kentucky; Madison, Alabama; Madison, Mississippi; Madison, Wisconsin; Maumee, Ohio; Merrillville, Indiana; Miami, Florida; Mobile, Alabama; Mount Prospect, Illinois; Murray, Utah; Myrtle Beach, South Carolina; Nashville, Tennessee; Newburgh, Indiana; Norfolk, Virginia; North Charleston, South Carolina; Norwood, Massachusetts; Norwood, Ohio; Oak Brook, Illinois; Oakland, California; Oklahoma City, Oklahoma; Omaha, Nebraska; Orange, California; Orland Park, Illinois; Orlando, Florida; Owings Mills, Maryland; Oxnard, California; Phoenix, Arizona (N. 25th Avenue); Phoenix, Arizona (N. 95th Avenue); Pittsburgh, Pennsylvania; Portland, Oregon; Rancho Cordova, California; Richardson, Texas; Richmond, Virginia; Salem, Virginia; San Antonio, Texas; San Bernardino, California; San Diego, California; San Dimas, California; South Bend, Indiana; Springfield, Missouri; Springfield, Virginia; St. Petersburg, Florida; St. Rose, Louisiana; Strongsville, Ohio; Swartz Creek, Michigan; Sylmar, California; Tallahassee, Florida; Tampa, Florida; Tarentum, Pennsylvania; Tempe, Arizona; Thornton, Colorado; Torrance, California; Troy, Michigan; Tucson, Arizona; Tulsa, Oklahoma; University Park, Florida; Waco, Texas; Warrensville Heights, Ohio; Webster, Texas; West Covina, California; Wichita, Kansas; Wilmington, Massachusetts; Wyoming, Michigan; and Youngstown, Ohio.

A learning site to the ITT Technical Institute, Indianapolis, is located in Greenwood, Indiana, and learning sites to the branches in Eden Prairie, San Diego and Troy are located in Woodbury, Minnesota, Vista, California and Clinton Township, Michigan, respectively.

History of Branch - ITT Technical Institute, Clive, Iowa
ITT Technical Institute opened in Clive, Iowa in 2008. The school offers associate of science degree programs of study in Business Management, Computer and Electronics Engineering Technology, Computer Drafting and Design, Criminal Justice, Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Graphic Communications and Design, Information Technology - Computer Network Systems, Mobile Communications Technology, Network Systems and Administration, Paralegal, Paralegal Studies and Software Development Technology and bachelor of science degree programs of study in Business Management, Construction Management, Criminal Justice, Electrical Engineering and Communications Technology, Electronics and Communications Engineering Technology, Information Systems and Cybersecurity, Information Systems Security, Project Management, Project Management and Administration and Software Applications Development.

Accreditation
Accredited by the Accrediting Council for Independent Colleges and Schools to award associate of science degrees and bachelor of science degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Telephone: (202) 336-6780

Some programs are approved for the training of veterans by the Iowa State Approval Agency.

Evidence of the institution's accreditation is on display at the school or may be obtained from the Director

Memberships
Association of Private Sector Colleges and Universities
Clive Chamber of Commerce
Colorado Association of Career Colleges and Schools (CACCS)
Greater Des Moines Partnership

Faculty

General Education

Marko Magazinovic, Associate Dean, General Studies
A.A., College of DuPage;
B.S., Elmhurst College;
M.B.A., Northern Illinois University

Andrew Beatty, Adjunct Instructor
B.S., M.S., Iowa State University

James Brown, Adjunct Instructor
M.S., Illinois Institute of Technology

Tiffany Lauer, Adjunct Instructor
B.A., Iowa State University;
M.A., University of Nebraska;
M.B.A., University of Phoenix

School of Information Technology

Anna Kasl, Chair, School of Information Technology
B.S., Kansas Wesleyan University;
B.S., Wichita State University;
M.A., Webster University

Information Systems and Cybersecurity Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Information Systems Security Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Project Management Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Software Applications Development Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Network Systems Administration Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Mobile Communications Technology Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Information Technology - Computer Network Systems Program
(Associate of Science Degree)

Anna Kasl, Chair, School of Information Technology
B.S., Kansas Wesleyan University;
B.S., Wichita State University;
M.A., Webster University

Roel Campos, Adjunct Instructor
B.S., University of the Phillippines;
M.S., Kansas State University;
M.B.A., Drake University

Jose Morales, Adjunct Instructor
B.S., York College

James Phillips, Adjunct Instructor
B.S., William Penn University

David Rowen, Adjunct Instuctor
B.B.A., Iowa State University

Javin Sword, Adjunct Instructor
B.S., DeVry University

David Thalacker, Adjunct Instructor
A.O.S., Phoenix Institute of Technology;
B.S., University of Phoenix

Angela Thrailkill, Adjunct Instructor
B.S., University of Arkansas;
M.S., Missouri State University

Michael Walls, Adjunct Instructor
A.A., A.S., Jefferson Community College;
B.P.S., Empire State College;
M.S., Iowa State University

Software Development Technology Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

School of Electronics Technology

Jeffrey Clayton, Chair, School of Electronics Technology
A.A.S., B.A.S., ITT Technical Institute

Electrical Engineering and Communications Technology Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Electronics and Communication Engineering Technology Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Electrical Engineering Technology Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Computer and Electronics Engineering Technology Program
(Associate of Science Degree)

Jeffrey Clayton, Chair, School of Electronics Technology
A.A.S., B.A.S., ITT Technical Institute

Anirban De, Adjunct Instructor
M.S., University of Tennessee

Phill Karabinus, Jr., Adjunct Instructor
B.S., Northwestern University;
M.B.A., DePaul University

Michael Murdock, Adjunct Instructor
A.S., B.S., Columbia College

School of Drafting and Design

Egbadon Okoduwa, Chair, School of Drafting and Design
B.S., M.S., Central Missouri State University

Construction Management Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Drafting and Design Technology Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Graphic Communications and Design Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Computer Drafting and Design Program
(Associate of Science Degree)

Egbadon Okoduwa, Chair, School of Drafting and Design
B.S., M.S., Central Missouri State University

Jeremiah Cooper, Adjunct Instructor
B.A., University of Northern Iowa

Jon Dozler, Adjunct Instructor
B.A., Briar Cliff University;
M.L.A., Iowa State University

Dianne Hammerand, Adjunct Instructor
B.S., University of Iowa

Marcy Lloyd, Adjunct Instructor
B.F.A., M.A., Iowa State University

Michael Young, Adjunct Instructor
B.S., University of Maryland;
M.Arch., Iowa State University

School of Business

Business Management Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty

Project Management and Administration – Project Management and Administration Option, Construction Option and Information Technology Option
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Business Management Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

School of Criminal Justice

Criminal Justice Program
(Bachelor of Science Degree)

Frank Baxter, Adjunct Instructor
B.A., Western Illinois University;
M.P.A., Drake University

Scott Clauson, Adjunct Instructor
B.S., Iowa State University

David Vestal, Adjunct Instructor
B.A., Colorado College;
M.A., University of Iowa;
J.D., University of Oregon

Criminology and Forensic Technology
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Criminal Justice Program
(Associate of Science Degree)

Frank Baxter, Adjunct Instructor
B.A., Western Illinois University;
M.P.A., Drake University

Scott Clauson, Adjunct Instructor
B.S., Iowa State University

David Vestal, Adjunct Instructor
B.A., Colorado College;
M.A., University of Iowa;
J.D., University of Oregon

Paralegal Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Paralegal Studies Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

General Studies/Technical Basic

Jennifer Umstead, Adjunct Instructor
B.A., University of Northern Iowa;
M.A., Viterbo University

Please see the school Director for a listing of faculty who teach online courses.

NOTE: Any faculty assigned to a student's class may be changed from time to time in the school's discretion.

Administration

Jodi Clendenen, Director
B.A., Graceland University;
M.S., Drake University

Kassandra Cline, Dean
B.L.D., College of St. Mary;
M.S., Ed.D., University of South Dakota

Marko Magazinovic, Associate Dean, General Studies
A.A., College of DuPage;
B.S., Elmhurst College;
M.B.A., Northern Illinois University

William J. Dotson, Director of Career Services
B.A., St. Ambrose University

Lora Kelly-Benck, Director of Finance
B.A., Wartburg College;
M.S., Iowa State University

Darin Boots, Director of Recruitment
B.A., Central College

Darrell Barbour, Registrar
B.A., Central College

Jessica Ball, Community Relations Specialist
A.A., Muscatine Community College;
B.A., Grandview University

Melissa Fangerow, Financial Aid Coordinator
B.S., M.A., University of Phoenix

Helen Holle, Financial Aid Coordinator
B.S., Upper Iowa University

Jeffrey Cooperrider, Systems Support Technician
A.A.S., ITT Technical Institute

Advisory Committees

School of Information Technology

Dave Allen	Wells Fargo
Sara Blair	Mediacom
Wade Brower	IP Pathways
Krisandra Hilson	SES
Gary Kilcollins	GuideOne Insurance
Kara Lindsay	CDS Global
Marc Quibell	Farm Bureau
Bonnie Rosa-Mosena	IFMC
Jon Thompson	Evolve
Srinivas Velamuri	Wells Fargo
Michael Weiscamp	Combined Systems Technology

School of Electronics Technology

Amber Anderson	Pitney Bowes PSI
James Curtis	Pioneer
Missy Flippin	Worksource Staffing
Matt Hoffman	Canteen
Doug Kuntz	Schumacher Elevator
Leon Lunsky	Compressor Controls Corp
Dan Maxcy	P3
Nancy Parli	Worksource Staffing
Justin Scanlan	Harland Financial Systems
Wayne Sims	IVEC Local 33
Chris Wilde	KCCI TV

School of Drafting and Design

Chad Alley	Story Constuction
Phil Hammerand	John Deere
Jim Lee	Shive/Hattery, Inc.
Vu Nguyen	Olsson Associates
Chris Osore	DLR Group
Jill Rozendaal	Dickten Plastics
David Rupiper	HDR Engineering, Inc.
Greg Schulte	Weitz Company
Dan Sheldon	HR Green
Liansuo Xie	Marel

School of Business

Please see the school Director for a listing of Advisory Committee members.

School of Criminal Justice

John Audlehelm	Audlehelm Law Firm
Cam Copess	WDM Police Department
Harley Erbe	Erbe Law Firm
Mike Ficcola	WDM Police Department
David Giles	U.S. Drug Enforcement Administration
Damon Herzog	Clive Police Department
Sally Kreaner	5th Judicial District
Steve Palmer	Polk County Attorney's Office
Joe Simon	Polk County Sheriff
Sara Stibitz	Iowa Civil Rights Commission
Dwight Taylor	Urbandale Police Department

Physical Facility Description

This 18,700 square foot modern facility is divided into administrative and educational areas complete with classrooms and laboratories. Ample and well-lighted parking is available. The facility has been designed to serve the disabled. Please see the Disabled Applicants and Students section of this catalog for further information. The facility is in compliance with federal, state and local ordinances and regulations, including those relating to safety and health.

Statement of Ownership

ITT Technical Institute, Clive, is one of a network of co-educational, non-denominational private postsecondary educational institutions owned and operated by ITT Educational Services, Inc., a Delaware corporation.

ITT Educational Services, Inc. Corporate Officers and Directors

Kevin M. Modany	Chairman of the Board of Directors, Chief Executive Officer and Director
Clark D. Elwood	Executive Vice President, Chief Administrative and Legal Officer
Eugene W. Feichtner	Executive Vice President and President, ITT Technical Institute
Daniel M. Fitzpatrick	Executive Vice President, Chief Financial Officer
June M. McCormack	Executive Vice President and President, Online Division
Glenn E. Tanner	Executive Vice President, Chief Marketing Officer
Martin Van Buren	Executive Vice President, Chief Information Officer
David E. Catalano	Senior Vice President, Business Development
Jeffrey R. Cooper	Senior Vice President, Chief Compliance Officer
Nina F. Esbin	Senior Vice President, Human Resources
Angela K. Knowlton	Senior Vice President, Controller and Treasurer
P. Michael Linzmaier	Senior Vice President, Chief Academic Officer
Christine G. Long	Senior Vice President, General Counsel and Secretary
Barry S. Simich	Senior Vice President, Operations
Shawn J. Crawford	Vice President, Regulatory Affairs
Kenneth C. Fernung	Vice President, Management Information Systems
Phillip B. Frank	Vice President, Real Estate, Assistant General Counsel and Assistant Secretary
Jill M. Minnick	Vice President, Marketing
John E. Montgomery	Vice President, Program Management Officer
Jonathan H. Patterson	Vice President, Student Services
Michael A. Quesada	Vice President, IT Infrastructure
Carol M. Shaffer	Vice President, Curriculum Development
Gregory C. Wallis	Vice President, Finance
Richard G. Zeeman	Vice President, Operations
John F. Cozzi	Director
John E. Dean	Director
James D. Fowler, Jr.	Director
Joanna T. Lau	Director
Samuel L. Odle	Director
Lloyd G. Waterhouse	Director
Vin Weber	Director
John A. Yena	Director